



# REED COLLEGE

OFFICE OF HUMAN RESOURCES

3203 SE Woodstock Boulevard, Portland, Oregon 97202-8199  
phone: 503-777-7255

## **Retirement Contribution Eligibility - Reed contributions**

The one-year eligibility waiting period for the employer paid group retirement plan contribution may be waived if the following conditions are met: Faculty or staff were employed with an institution of higher education within 4 months before start of employment with Reed College; were receiving employer paid retirement contributions from the former employer; and have a .50 FTE or greater with Reed College.

A letter from the prior employer is required to document employment. Generally, the Human Resources office can provide the documentation by using the following format. The letter can be emailed to [hr@reed.edu](mailto:hr@reed.edu).

Written verification is required within 30 days of hire with Reed College for immediate eligibility. If we do not receive written verification with 30 days, you will be required to complete the one-year waiting period.

*(Printed on College letterhead)*

Reed College  
Human Resources  
3203 SE Woodstock Blvd.  
Portland, OR 97202

Date

Dear Reed College:

This is to confirm that *(Name)* was employed at *(College or University)* for the period of *(beginning through ending dates)*. During this period, *(employee's name)* worked at least .50 FTE and received employer paid contributions to the institutions retirement plan.

Sincerely,

Name  
Title