

Memorandum

To: New Full-time Employees of North Park

From: Human Resources

Subject: **Early enrollment in the retirement and long-term disability plans**

If you come to North Park from working with another no-for-profit organization, including a private or public college or university or a public secondary school, your time worked at that last employer may shorten or eliminate the waiting periods for North Park's retirement and disability plans.

Retirement Plan:

In order to be considered for this, you must obtain Letter(s) of Full Time Employment Verification from all your previous employers for retirement benefits qualification. North Park University must receive the letter(s) of verification within 60 days from your benefits start date to be accepted for consideration. The letter must include the following information:

- It must specifically state your full time and the actual dates of full time service with your institution
- The letter must verify the organization is a 403(b) private not for profit or publicly funded institution
- The letter must be on their organization letterhead and signed by the verifier.

Long Term Disability Insurance:

If you were covered by a long-term disability plan from your **IMMEDIATE** prior employer, the letter should indicate that you were covered and whether the plan would provide disability benefits for five years had you needed them.

Please submit the letter directly by email to gherrera@northpark.edu or itenglin@northpark.edu , or by fax 773-634-4058.

You may also have it sent by mail to us:

North Park University
Human Resources, Box 1
3225 W. Foster Ave.
Chicago, IL 60625