

**THE STATE OF MARYLAND**  
**SAVINGS AND INVESTMENT PLAN AND TRUST**

**As Amended Effective January 1, 2020**

**RESOLUTIONS  
OF THE  
BOARD OF TRUSTEES OF THE MARYLAND TEACHERS &  
STATE EMPLOYEES SUPPLEMENTAL RETIREMENT PLANS**

It is hereby

**RESOLVED** that:

**Amendment to the State of Maryland Deferred Compensation Plan (the “457 Plan”):**

1. The 457 Plan is AMENDED by deleting Article VII in its entirety and inserting in lieu thereof Article VII on Exhibit A attached hereto.

**Amendments to the State of Maryland Savings and Investment Plan (the “401(k) Plan”):**

2. The 401(k) Plan is AMENDED by deleting Article VII in its entirety and inserting in lieu thereof Article VII on Exhibit B attached hereto.

**Amendments to the State of Maryland Tax Sheltered Annuity 403(b) Plan (the “403(b) Plan” together with the 457 Plan, and the 401(k) Plan, the “Plans,” and also each, individually referred to as a “Plan”):**

3. The 403(b) Plan is AMENDED by deleting Article VII in its entirety and inserting in lieu thereof Article VII on Exhibit C attached hereto.

**Effective Dates of the Plan Amendments:**

4. The effective date of the amendments set forth of the Plan Amendments shall be **January 1, 2020**, unless otherwise specifically stated therein.

**FURTHER RESOLVED**, that the Interim Executive Director and Secretary of the Board of Trustees, in consultation with Nationwide Retirement Solutions, Inc., the Plan Administrator and Recordkeeper of the Plans, is authorized, directed and empowered to take all such actions deemed necessary and appropriate to carry out the intents and purposes of the foregoing resolutions and amendments, the taking of such actions to provide conclusive evidence of such determination.

*I, Lara L. Hjortsberg, Interim Executive Secretary of the Board of Trustees of the Maryland Teachers & State Employees Supplemental Retirement Plans, CERTIFY that the*

*foregoing Resolution were adopted by the Board of Trustees at a duly held meeting on November 23, 2020 by unanimous vote of a quorum of the Board of Trustees.*

A handwritten signature in black ink, appearing to read 'Lara L. Hjortsberg', written over a horizontal line.

Lara L. Hjortsberg  
Interim Secretary of the Board of Trustees  
of the Maryland Teachers & State  
Employees Supplemental Retirement Plans

**State of Maryland Savings and Investment Plan and Trust**

*The State of Maryland Savings and Investment Plan and Trust, amended and restated, effective January 1, 2012, and further amended, effective October 1, 2014 (the "Plan"), is hereby further amended, effective January 1, 2020 (unless otherwise specifically stated herein), to implement amendments contained in 84 Fed. Reg. 49651 (September 23, 2019), Internal Revenue Service Final Regulations, Hardship Distributions of Elective Contributions, Qualified Matching Contributions, Qualified Nonelective Contributions, and Earnings.*

**ARTICLE VII**

**Entitlement to Benefits**

7.1 **Retirement** – Every Participant shall be deemed to have reached retirement upon the attainment of his or her 62<sup>nd</sup> birthday, or, if he or she remains in the employ of the State after such dates, the effective date of actual retirement. Whether or not a Participant has attained his or her retirement age, as of his or her Distribution Date, a Participant shall be entitled to elect to receive the value of his or her Accrued Benefit, payable according to the provisions of Article VIII. Beneficiaries and Alternative Payees shall be entitled to distribution of account values as provided in Article IX.

7.2 **Disability** – If a Participant, at any time prior to retirement or other termination of employment with the State, shall become totally and permanently disabled, and if proof of such disability satisfactory to the Board shall be furnished (which proof shall include a written statement of a licensed physician appointed or approved by the State), such Participant, as of the Distribution Date, shall be entitled to the full value of his or her Accrued Benefit, payable according to the provisions of Article VIII. Total and permanent disability shall mean a medically determinable physical or mental impairment which can be expected to result in death or to last at least six months, and by reason of which the Participant will be prevented from performing his or her usual duties or any other similar duties available in the State's employment.

7.3 **Death** – In the event of the death of a Participant prior to his or her retirement, disability or other Severance From Employment, then the full value of the Accrued Benefit shall become payable, under the provisions of Article VIII and IX to his or her designated Beneficiary.

7.4 **Other Terminations** – In the event of a Severance From Employment by a Participant for any reason other than retirement, disability or death, then, as of the Distribution Date, he or she shall become entitled to elect to receive the value of his or her Accrued Benefit, payable according to the provisions of Article VIII.

7.5 **Hardship Distributions** – (a) In addition to the in-service withdrawal rights described in Articles VII and VIII, a hardship withdrawal is permitted from the Participant's Compensation Deferral Account and Roth Contribution Account upon application to the Board in the event of hardship. A hardship distribution may only be made on account of an immediate

and heavy financial need of the Participant and where the distribution is necessary to satisfy the immediate and heavy financial need. The Board shall fully consider the circumstances of each case, and shall in its sole discretion approve or deny the request in whole or in part.. In no event shall the Special Independent Match Contributions made to the Compensation Deferral Account be eligible for withdrawal under this provision.

(b) The following are the only financial needs considered immediate and heavy:

(1) expenses incurred or necessary for medical care described in Section 213(d) of the Internal Revenue Code (without regard to whether the expenses exceed 7.5% of adjusted gross income) of the Participant or the Participant's spouse, primary Beneficiary, or dependents (as defined in Section 152 of the Internal Revenue Code, but without regard to sections 152(b)(1), (b)(2), and (d)(1)(B) of the Internal Revenue Code);

(2) the purchase (excluding mortgage payments) of a principal residence for the Participant;

(3) payment of tuition and related educational fees and room and board expenses for the next 12 months of post-secondary education for the Participant, the Participant's spouse, primary Beneficiary, or dependents (as defined in section 152 of the Internal Revenue Code, but without regard to sections 152(b)(1), (b)(2), and (d)(1)(B) of the Internal Revenue Code);

(4) payments necessary to prevent the eviction of the Participant from, or a foreclosure on the mortgage of, the Participant's principal residence;

(5) payments for funeral or burial expenses for the Participant's deceased parent, spouse, primary Beneficiary, or any dependent (as defined in section 152 of the Internal Revenue Code, but without regard to sections 152(b)(1), (b)(2), and (d)(1)(B) of the Internal Revenue Code);

(6) effective January 1, 2021, expenses to repair damage to the Participant's principal residence that would qualify for a casualty loss deduction under Section 165 of the Internal Revenue Code (determined without regard to section 165(h)(5) of the Internal Revenue Code and without regard to whether the loss exceeds 10% of adjusted gross income);

(7) effective January 1, 2021, expenses and losses (including loss of income) incurred by the Participant on account of a disaster declared by the Federal Emergency Management Agency (FEMA) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 100-707, provided that the Participant's principal residence or principal place of employment at the time of the disaster was located in an area designated by FEMA for individual assistance with respect to the disaster; and

(8) such other circumstances as the Commissioner of the Internal Revenue determines constitute financial hardship under Section 401(k) of the Internal Revenue Code or the Treasury Regulations thereunder.

(c) A distribution will be considered necessary to satisfy an immediate and heavy financial need of the Participant only if:

(1) The distribution is not in excess of the amount of the immediate and heavy financial need (including amounts necessary to pay any federal, state, or local income taxes or penalties reasonably anticipated to result from the distribution);

(2) The Participant has obtained all distributions currently available under the Plan or any other plans maintained by the Employer, other than hardship distributions and non-taxable loans;

(3) For distributions on or before December 31, 2019, Elective Deferrals under this Plan and elective deferrals made under all other plans maintained by the Employer will be suspended until the earlier of (i) six months after the receipt of the hardship distribution or (ii) January 1, 2020;

(4) For distributions made on or after January 1, 2020, the Participant represents in writing or in such other form as may be prescribed by the Commissioner of the Internal Revenue Service that he or she has insufficient cash or other liquid assets reasonably available to satisfy the need; and

(5) The Participant has met any such additional or alternative requirements as may be prescribed in Treasury Regulation Section 1.401(k)-1(d)(3)(iv)(E) or subsequent promulgations.

(d) A Participant must provide substantiation of the reason for and the amount of the immediate and heavy financial need to the Administrator of the Plan. The Administrator of the Plan shall approve all hardship distributions on behalf of the Board under this Article 7.5.

(e) In addition to the standards set forth above, in the administration of the hardship provisions hereunder, the Board shall restrict such distributions, and impose such requirements, as are established under the Internal Revenue Code and applicable regulations as in effect from time to time.

**THE STATE OF MARYLAND**  
**SAVINGS AND INVESTMENT PLAN AND TRUST**  
**As Amended Effective October 1, 2014**


**RESOLUTION  
OF THE  
BOARD OF TRUSTEES OF THE MARYLAND TEACHERS &  
STATE EMPLOYEES SUPPLEMENTAL RETIREMENT PLANS**

It is hereby **RESOLVED** that:

1. The Deferred Compensation Plan is AMENDED by deleting Article XVI in its entirety and inserting in lieu thereof Article XVI attached hereto as **Ex. A**.
2. The State of Maryland Savings and Investment Plan is AMENDED by deleting Article XVII in its entirety and inserting in lieu thereof Article XVII attached hereto as **Ex. B**.
3. The effective date of each amendment is October 1, 2014. The Executive Secretary, in consultation with relevant payroll authority and current plan administrator Nationwide Retirement Solutions, shall implement election procedures for the Roth Rollover Accounts as soon as reasonably practical after the effective date of these amendments.

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*I, Michael T. Halpin, Executive Secretary of the Board of Trustees of the Maryland Teachers and State Employees Supplemental Retirement Plans, CERTIFY that the foregoing Resolution was adopted by the Board of Trustees at a duly held meeting on September 8, 2014 by unanimous vote of a quorum of the Board of Trustees.*

  
Michael T. Halpin  
Executive Secretary



**State of Maryland Savings and Investment Plan and Trust**

*The State of Maryland 401(k) Savings and Investment Plan and Trust (the "Plan") is amended, effective October 1, 2014, to implement Section 902 of the American Taxpayer Relief Act of 2012 ("ATRA"), pursuant to which a Participant may elect to convert any amount in his or her Plan account to a Roth Rollover Account, whether or not such amount constitutes an Eligible Rollover Distribution, as previously allowed pursuant to the Small Business Jobs Act of 2010 and the amendment and restatement of the Plan effective January 1, 2011, or is an otherwise nondistributable amount under the Plan, as added by ATRA.*

**ARTICLE XVII**

**Roth Accounts**

Participants may establish after-tax Roth Accounts as set forth in this Article XVIII. There shall be two types of Roth Accounts available under the Plan: (a) a Roth Contribution Account for elective contributions from Compensation made by the Participant; and (b) a Roth Rollover Account consisting of amounts converted from his or her Pre-Tax Account under this Plan or Eligible Rollover Contributions from another Eligible Retirement Plan that maintains a Roth account for the Participant.

17.1 Roth Elective Contribution Accounts - A Participant may make Roth elective contributions from Compensation to this Plan.

17.2 Method of Making Roth Elective Contributions - A Participant shall make Roth elective contributions from Compensation by filing with the Administrator an election that his or her designated contributions to this Plan from Compensation shall be made on an after-tax basis to the separate Roth Contribution Account, and shall be included in the Participant's income at the same time that the Participant would have received the cash amount as Compensation. Such election shall be irrevocable for any contribution once it is made to the Plan, but the Participant shall have the same right to stop Roth contributions as he or she does with pre-tax elective deferrals.

17.3 Manner of Election - A Participant shall make his or her election to contribute to a Roth Contribution Account through:

(a) Filing with the Administrator the form designated by the Administrator for this election, signed and in good order, or

(b) One or more electronic methods designated by the Administrator for making this election.

17.4 Roth Rollover Accounts - A Participant may establish under the Plan a Roth Rollover Account. The separate Roth Rollover Account consists of money contributed to the account by the Participant through:

(a) A direct Trustee to Trustee transfer into the Plan of an Eligible Rollover Distribution from an Eligible Retirement Plan account qualified to maintain Roth accounts under the Code;

(b) A conversion by the Participant of an Eligible Rollover Distribution from his or her Pre-Tax Account under this Plan to a Roth Rollover Account in this Plan, as permitted under Code §402A(c)(4)(E); or

(c) A conversion by the Participant of any other amount from his or her Pre-Tax Account under this Plan to a Roth Rollover Account in this Plan that is not otherwise distributable under this Plan (an "otherwise nondistributable amount"), as permitted under Code §402A(c)(4)(E).

Pre-Tax Account as used in this Article means the Participants' Compensation Deferral Account or Rollover Account.

17.5 Manner of Establishing Roth Rollover Account - The Participant shall establish the Roth Rollover Account through an affirmative irrevocable election that:

(a) Designates the amount of the Pre-Tax Account under this Plan that will be converted to a Roth Rollover Account under this Plan through an Eligible Rollover Distribution, or;

(b) Directs the Plan Administrator to accept an Eligible Rollover Distribution from another Eligible Retirement Plan.

In the case of a conversion from an existing Pre-Tax Account under this Plan, the rollover election shall acknowledge that the amount of the conversion shall be included in the Participant's taxable income for the year of the election (or such other year as may be specifically allowed by the Code) and reported by the Administrator to the Internal Revenue Service as a taxable transaction.

17.6 Manner of Making Election - A Participant may make an election to establish a Roth Rollover Account only through:

(a) Filing with the Administrator the form expressly designated for this purpose, signed and in good order; or

(b) Use of such electronic method of election as specifically designated by the Administrator.

17.7 Rules, Limitations, Definitions and Administration - The rules, definitions, limitations and provisions governing administration under this Plan shall apply to both the Roth Contribution Account and the Roth Rollover Account, unless expressly modified by this Article. This includes, by way of illustration and not of limitation, rules on amount and source of contributions, restrictions and requirements for distributions, direct transfers, loans, withdrawal on account of hardship, the designation and distribution of accounts to Beneficiaries, and all

provisions concerning accounting, investment, and trust administration.

17.8 Direct Trustee to Trustee Transfer - A direct transfer of a Roth Account under this Plan to another Eligible Retirement Plan may only be made if the Eligible Retirement Plan maintains and allows Roth accounts.

17.9 Distribution Hierarchy and Beneficiary Accounts - In the event of any distribution of amounts from this Plan the Participant shall have the right to designate that all or any part of the distribution shall come from the Roth Rollover Account, the Roth Contribution Account, or from one or more of the Pre-Tax Accounts. In the absence of a designation the amounts shall be taken first from the Pre-Tax Accounts to the extent of any balance thereof. A Participant who maintains both Roth and Pre-Tax Accounts, and who designates multiple Beneficiaries, may specify (on forms approved by and filed with the Administrator) that all or part of the Roth Accounts shall go to a particular Beneficiary, and all or part of the Pre-Tax Accounts to another Beneficiary. In the absence of such a specific designation the Roth and Pre-Tax Accounts shall be divided among the Beneficiaries in the same proportions as the account balances specified by the Participant in the designation of Beneficiaries.

17.10 Separate Accounting - Both the Roth Contribution Account and the Roth Rollover Account shall be accounted for separately from a Participant's Compensation Deferral Account and Rollover Account, and gains, losses, credits and investment transactions shall be accounted for on a consistent basis that does not have the effect of shifting funds from a Pre-Tax Account to a Roth Account, or from a Roth Account to a Pre-Tax Account; provided however, that if the Roth Rollover Account consists of Eligible Rollover Distributions from this Plan, otherwise nondistributable amounts under this Plan, and Eligible Rollover Distributions from another Eligible Retirement Plan, the Administrator shall keep such records as required by the Internal Revenue Service that establish the separate source of the funds in the account, and any other information necessary for reporting transactions as required by the Code.

**THE STATE OF MARYLAND**  
**SAVINGS AND INVESTMENT PLAN AND TRUST**

**Effective January 1, 2012**

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## **THE STATE OF MARYLAND**

### **SAVINGS AND INVESTMENT PLAN**

THIS PLAN is adopted by The State of Maryland through action by the Board of Trustees of the Maryland Teachers and State Employees Supplemental Retirement Plans, under the authority of State Personnel and Pensions Art. §35-501. It is an amended and restated plan of the plan provisions adopted by the Board of Trustees by Resolution dated November 18, 2002, as amended, which plan was an amendment and restatement of the plan adopted by Ch. 741, 1985 Maryland Session Laws. Except as otherwise specifically provided herein, this amended and restated Plan is effective on January 1, 2012.

### **RECITALS**

The State intends this plan to qualify as a profit sharing plan under Sections 401(a) and 401(k) of the Internal Revenue Code, so that contributions to the trust established under the plan will not be taxable to the employees prior to distribution from the plan, and the trust will be exempt from tax under Section 501 of the Code.

NOW, THEREFORE, the State of Maryland hereby adopts The State of Maryland Savings and Investment Plan and Trust under the terms and conditions set forth herein, as follows:

### **ARTICLE I**

#### **General**

1.1 Name and Type of Plan - This Plan, which is intended to be a tax-qualified 401(k) profit sharing plan, may be referred to as "The State of Maryland Savings and Investment Plan."

1.2 Applicability - The provisions of the Plan shall apply only to an individual who meets the definition of Employee set forth herein, his or her Beneficiaries, and any Alternate Payee who receives an account under the provisions of Article IX. If an Employee establishes an account under this plan a Severance From Employment shall not require distribution of an account, except as required under Internal Revenue Code §401(a)(9) and the provisions of Article VIII.

END OF ARTICLE I

## **ARTICLE II**

### **Definitions**

The technical terms defined in this Article shall have the meaning expressed in these definitions wherever used in this Plan, unless a different meaning is explicitly stated.

**Accrued Benefit** - The balance in a Participant's or Beneficiary's account, including contributions, income, expenses, gains and losses (whether or not realized) allocated or attributable thereto, which account shall consist of its pro rata proportion of all commingled Trust assets plus or minus other Trust assets, separately earmarked therefor. The account balance shall be determined as of the most recent valuation date but adjusted for any additions or distributions subsequent thereto.

Each Accrued Benefit shall be divided into one or more of the following accounts, to the extent applicable:

- Compensation Deferral Account
- Rollover/Transfer Account
- Deemed IRA Account
- Roth Contribution Account
- Roth Rollover Account

The foregoing accounts, which are designated as functional accounts, are derived from the source of the funds contributed thereto, whereas the accounts referred to as Segregated Accounts, and the Separate Investment Funds described in Article 10.4, are investment accounts, derived from the investment of the functional accounts.

**Administrator** - The person, group or entity designated in accordance with the provisions of ARTICLE XI to administer and operate the Plan.

**Alternate Payee** - A person that receives an interest in a Participant's account pursuant to a court order.

**Applicable Dollar Amount** - The maximum amount of annual elective deferral contributions permitted a Participant in a particular year, as determined under section 402(g) or section 414(v), or both, as applicable. This definition shall be applied so that yearly changes in maximum elective deferral contributions occur automatically in the amount and time permitted by the Internal Revenue Code that adjust the Applicable Dollar Amount for changes in the consumer price index.

**Beneficiary** - Any person or persons so designated in accordance with the provisions of ARTICLE IX.

**Board** - The Board of Trustees of the Maryland Teachers and State Employees Supplemental Retirement Plans, acting through its member Trustees as authorized and required under Title 35 of the Maryland Code, State Personnel & Pensions Article. Each of the individual Trustees shall exercise such responsibility according to the fiduciary standards of conduct required by Title 35 and related sections, for the exclusive benefit of Plan Participants.

**Catch-Up Contributions** - The special additional deferral contributions permitted for Participants over 50, as authorized by section 414(v), and as regulated and described in Article 5.1 and 5.6 of this plan.

**C/L Increase** - An automatic increase (without necessity of Plan amendment) in a dollar value set forth or described in the Plan, for the purpose of reflecting increases in the cost of living to the extent prescribed in or pursuant to regulations under section 415(d), section 402(g), or section 414(v) of the Internal Revenue Code.

**Compensation** - Compensation is defined as wages within the meaning of section I.R.C. 3401(a) and all other payments of compensation to an employee by the Employer (in the course of the Employer's trade or business) for which the Employer is required to furnish the employee a written statement under I.R.C. sections 6041(d), 6051(a)(3) and 6052. Compensation shall be determined without regard to any rules under section 3401(a) that limit the remuneration included in wages based on the nature or location of the employment or the services performed; provided, however, that Compensation shall include any: (i) elective deferral as defined in section 402(g)(3)(including such deferrals under this plan), and; (ii) any amount contributed or deferred by the employer at the election of the employee, and not includible in the employees income by reason of section 125, 457, or 132(f)(4).

Compensation taken into account under this plan shall not exceed the OBRA 1993 annual compensation limit as amended, namely \$200,000 as adjusted by the Commissioner of Internal Revenue for increases in the cost of living in accordance with Code Section 401(a)(17)(B). The cost-of-living adjustment in effect for a calendar year applies to any period, not exceeding 12 months, over which compensation is determined (the determination period) beginning in such calendar year. If a determination period consists of fewer than 12 months, the annual compensation limit will be multiplied by a fraction, the numerator of which is the number of months in the determination period, and the denominator of which is 12.

Compensation shall include amounts paid after a Severance From Employment only if the amount is paid within 2½ months after the Severance From Employment, and it is: (a) regular compensation that would have been paid to the Participant prior to the Severance From Employment if the Participant had continued to work for the Employer, or; (b) payment attributable to unused but accrued sick, vacation or other leave from a bona fide plan for same, and the Participant would have been able to use the leave if a Severance From Employment had not occurred.

**Compensation Deferral Account** - The portion of a Participant's Accrued Benefit under the account established pursuant to Section 5.1. If applicable, this account also includes the Special Independent Match Contributions under Article XV.

**Deemed IRA Account** - The special and separate IRA account held for a Participant under Article 5.3 of this Plan.

**Designation Date** - The date or dates as of which a designation of investment categories, or any change in a prior designation, shall become effective. The Board shall have the right, at any time, without necessity of Plan amendment, to set or change any Designation Date, or to add or delete Designation Dates, on a temporary or permanent basis.

**Distribution Date** - The earliest date on which a Participant: (i) reaches retirement; (ii) dies while in the active employ of the State; (iii) is determined by the State, acting as Employer, to have become totally and permanently disabled; (iv) otherwise has a Severance From Employment with the State; (v) attains age 59 ½. A Distribution Date allows, but does not require, a distribution.

**Distributee** - A Participant or Beneficiary that receives a distribution from this Plan. An Alternate Payee that is the spouse or former spouse of an account-holder under this Plan is also included as a Distributee.

**Effective Date** - The effective date of this Plan, pursuant to Ch. 741, 1985 Maryland Session Laws, shall be July 1, 1985. The effective date for the amendments made by this Restated Plan is January 1, 2012.

**Eligible Retirement Plan** - A plan described in section 402(c)(8) that is allowed under federal tax law to make an Eligible Rollover Distribution. An Eligible Retirement Plan includes a Roth IRA described in code section 408A.

**Eligible Rollover Distribution** - A distribution as defined in section 402(c)(4). An Eligible Rollover Distribution is any distribution of all or any portion of the balance of an account to the credit of the Distributee except that an Eligible Rollover Distribution does not include:

- (1) Any distribution that is one of a series of substantially equal periodic payments (not less frequently than annually) made for the life (or life expectancy) of the Distributee or the joint lives (or joint life expectancies) of the Distributee and his or her designated beneficiary, or for a specified period of ten (10) years or more;
- (2) Any distribution to the extent such distribution is required under Internal Revenue Code-Section 401(a)(9);

- (3) The portion of any distribution that is not includible in a Distributee's gross income, except to the extent authorized by the Internal Revenue Code, as in the case of certain distributions from Roth accounts.
- (4) Any corrective distribution of excess contributions and any corrective distribution of excess aggregate contributions and income allowable to such corrective distributions; or
- (5) Any distribution made on account of hardship of the Employee.

**Employee** - Any person employed by the State, and classified as an employee of the State under the State Personnel and Pensions Article of the Maryland Code, or other relevant provisions of Maryland law. Members of the General Assembly; members of the judiciary; employees of the legislative branch of the State; and contractual and temporary employees of the State are included within this definition. Employees of autonomous and independent units of state government, including regional authorities, are included within this definition but persons employed by counties or cities are not included as Employees eligible to participate in the Plan. A person is not an eligible Employee merely because the State provides a source of funding for the wages of such employee, directly or indirectly. There is no minimum age or period of initial service necessary to participate in the Plan as an employee.

**Employer** - The State of Maryland.

**Entry Date** - The first day in each month.

**Internal Revenue Code** - The Internal Revenue Code of 1986, or any provision or section thereof herein specifically referred to, as such Code, provision or section may from time to time be amended or replaced. As used in this Plan "section" refers to the Internal Revenue Code, unless the context clearly requires otherwise.

**Leave of Absence** - An authorized absence from active service that does not constitute a termination of employment under applicable provisions of Maryland law that govern the employer- employee relationship.

**Military Benefits** - The special provisions for contributions, distributions and other benefits available to military personnel under the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), the Heroes Earnings and Assistance Relief Tax Act of 2008 (the "Heart" Act) and Article XVIII of this Plan.

**Participant** - Any person so designated in accordance with the provisions of ARTICLE III, including, where appropriate according to the context of the Plan, any former Employee who is or may become (or whose Beneficiaries may become) eligible to receive a benefit under the

Plan. A Participant includes an Employee that has established a Deemed IRA account under the Plan, or a Beneficiary or Alternate Payee that has succeeded to the account of the original Participant under the provisions of the Plan.

**Plan** - The Plan set forth herein, as amended from time to time.

**Plan Year** - The twelve-month period ending on a Valuation Date. Unless amended by resolution of the Board the Plan year is the calendar year.

**Rollover/Transfer Account** - The portion of a Participant's Accrued Benefit under the accounts established pursuant to Article 5.2, 5.4., or Article XVII.

**Roth Accounts** - The Accounts established under Article XVII of the Plan, including the Roth Contribution Account and the Roth Rollover Account.

**Severance From Employment** - The termination of a person's status as an employee of the state of Maryland under applicable provisions of Maryland law that govern the employer-employee relationship.

**Special Independent Match Contributions** - Employer match contributions made to the Compensation Deferral Account under the procedures set forth in Article XV.

**Segregated Account** - That portion, or all, of an Accrued Benefit which is segregated from the remainder of the Trust (and excluded from any allocation of net earnings or losses of the Trust) and placed in one or more interest bearing accounts, certificates of deposit or other savings or time deposit instruments or any federally or state supervised bank or similar financial institution and/or invested in obligations of the United States government, as determined by the Trustees or pursuant to Participant elections as described in Article 6.7. The Board may from time-to-time designate other specific investment vehicles to serve as the investment media of the Segregated Account.

All income earned by the Segregated Account shall be deemed to be charged thereto, in addition to any directly attributable fees and expenses, and a pro-rata portion of total Trust fees and expenses.

**Special Valuation Date** - The last day of each of the first three fiscal quarters of each Plan Year, or any other date designated by the Board, pursuant to Article 6.6, as an accounting or valuation date. If a daily valuation method of administration is adopted and used for any particular assets or accounts, each day on which such valuation occurs is a special valuation date.

**Trust** - The trust fund established pursuant to the Plan, maintained in accordance with the terms of this Plan as from time to time amended.

**Trustees** - Those persons serving as Trustees and as members of the Board of the Maryland State Teachers and Employees Supplemental Retirement Plans under State Personnel and Pensions Article Section 35-202. Each of such persons shall be a Trustee of the Trust defined in Article II of this Plan, and established under Article X of this Plan.

**Valuation Date** - The last day of December in each year, or other specific date designed by the Trustees.

END OF ARTICLE II

## **ARTICLE III**

### **Eligibility and Participation**

3.1 **Requirements** - On or after the Effective Date, every Employee shall be eligible to become a Participant on the date he or she first performs service for the Employer for which he or she is entitled to Compensation. No individual shall be eligible to become a Participant, however, if he or she is not an Employee of the State as defined in Article II.

Participation in the Plan is voluntary. An otherwise eligible Employee may not participate unless he or she has made written application in such manner as may be required by the Board, including an agreement to: (a) permit deferral contributions to be made on his behalf as provided in Article 5.1, or Article XVII; (b) establish a Rollover account pursuant to Article 5.2, 5.4, or Article XVII; (c) establish a Deemed IRA Account pursuant to Article 5.3.

3.2 **Re-employment** - If an Employee or Participant has had a Severance From Employment, his or her status with respect to the Plan shall be governed by the following rules:

(a) **Eligibility** - A re-employed individual's participation in the Plan shall commence immediately upon the resumption of status as an Employee and an agreement to permit deferral contributions to be made on his or her behalf as provided in Section 5.1.

(b) **Benefit Payments** - If, at the time of re-employment, the Participant is eligible to receive or is receiving payments from his or her accounts under the Plan, the employee may elect to maintain a separate account for the amount in any account that is attributable to such prior period of service. If such separate account is maintained the Participant may elect a distribution from this separate account attributable to prior employment, pursuant to the provisions of Article VIII.

END OF ARTICLE III



## ARTICLE IV

### Service

4.1 Leaves of Absence - Employment and Plan participation shall not be deemed to have terminated even if it is interrupted by a temporary absence from active service by reason of: (a) a Leave of Absence granted by the Employer on account of vacation, holiday, illness, incapacity (including disability), layoff or jury duty; (b) a Leave of Absence required by law or granted by the Employer on account of service in the Armed Forces of the United States, (c) any other Leave of Absence during which the individual remains in active pay status (irrespective of whether the employment relationship has terminated), or (d) any other Leave of Absence, extending for not more than two years, under conditions which are not treated by the Employer as a Severance From Employment.

4.2 Severance From Employment - A right to distribution under this plan by reason of retirement or other termination of employment shall occur only if there has been a Severance From Employment within the meaning of Article II.

4.3 Military Service - If a Participant is entitled to greater Military Benefits under the provisions of Article XVIII, those provisions shall control and determine the amount of benefit, the right to receive a distribution, and the right to make contributions to the Plan.

END OF ARTICLE IV

## ARTICLE V

### Contributions

5.1 Compensation Deferral Account - Participants shall be permitted to make elective compensation deferrals into a Compensation Deferral Account under rules and procedures established by the Board and in accordance with the following:

(a) Amount of Deferrals -

(i) General - A Participant may elect to defer, in the form of Employer contributions to the Plan on his or her behalf, Compensation that would otherwise have been paid to him or her, in any amount permitted by the Board under ordinary payroll procedures, provided that such amount does not exceed the lesser of: (A) 100% of Compensation for the Plan Year (as defined in this Plan and section 415(c)(3)), or (B) the maximum amount which is estimated to allow the Annual Additions to the Participant's Accrued Benefit for the Plan Year to remain within the limits specified in Section 5.6.

(ii) Limitations - Notwithstanding the foregoing, the Board shall limit the amount which may be deferred by any Participant to the extent necessary to assure that the Participant's total deferrals in any calendar year do not exceed the Applicable Dollar Amount for the year such deferrals occur. The Board shall also have the right to distribute to the Participant, not later than the April 15th following the calendar year to which the deferral is attributable, any deferral in excess of the aforesaid limit, together with any Trust income allocable thereto, and shall have the further right to distribute to the Participant any deferrals, together with any Trust income allocable thereto, which the Participant has advised the Board (in writing prior to March 1) constitute excess deferrals because of amounts deferred by the Participant during the preceding calendar year under any other plans or arrangements described in Sections 401(a), 401(k), 408(k) and 403(b) of the Internal Revenue Code.

(iii) Applicable Dollar Amount - If a Participant is age 50 or older in any Plan year, his or her Applicable Dollar Amount for the Plan year includes the regular elective deferral amount as in effect under section 402(g) and the additional Catch-up Contribution amount under 414(v). All such employees shall be eligible to make Catch-up Contributions in accordance with and subject to the limitations of section 414(v). Such Catch-up Contributions shall not be taken into account for purposes of the provisions of the Plan implementing the required limitations of section 402(g) and 415.

(b) Contribution Procedures - Deferral contributions shall be made through, and only through, regular payroll deductions. Deferral contributions shall be deducted by the State from the pay of the contributing Participants, and shall be paid by the relevant State authority having management authority over said payroll to the Board, acting as Trustees of the

Plan, and credited to the account of the contributing Participants with reasonable promptness, and in any event credited within 15 business days of the month following the month in which such amounts would otherwise have been paid.

The Board, in conjunction with relevant State authority having management authority over payroll, may establish procedural rules for the administration of a payroll deduction system, including limitations on the frequency of, and minimum notice periods for, changes, suspensions and terminations of payroll deductions by Participants. These procedural rules include the right of the Board, or other relevant payroll authority, to limit or reduce deferral contributions to allow for payment of FICA tax or other mandatory payroll deductions.

Any FICA or other payroll tax that may be imposed on the Participant with respect to deferral contributions shall, unless otherwise determined by the State, be deducted from the non-deferred remainder of the Participant's compensation.

(c) The Separate Account - There shall be established and maintained a separate Compensation Deferral Account in the name of each Participant, which shall be fully vested at all times, and to which shall be credited or charged: (i) his or her deferral contributions, (ii) withdrawals thereof, and (iii) any income, expenses, gains or losses (whether or not realized, based upon fair market value of invested assets) attributable or allocable thereto. Notwithstanding any provisions to the contrary which may be set forth in Article 6.2 or 6.4, the Board shall have the discretion to allocate income, expenses, gains or losses of the Trust among the Compensation Deferral Accounts pursuant to such allocation rules as the Trustees deem to be reasonable, administratively practicable, and equitable for all Participants. The Board may, but shall not be required to, invest the Participant's Compensation Deferral Account separately from other accounts maintained in trust under the Plan, or offer a different series of investments for Participant designation for such accounts.

5.2 Rollovers and Inter-Plan Transfers - An Employee (or former Employee who retains an account within the Plan) may pay over to the Plan any amount which constitutes an Eligible Rollover Distribution from an Eligible Retirement Plan. An Employee may also direct that such an Eligible Rollover Distribution be made directly from an Eligible Retirement Plan as defined in section 402(c)(8)(B). Such rollover or direct rollover to the Plan shall constitute a part of the Employee's Accrued Benefit (although accounted for separately) and shall be fully vested at all times. If a rollover or direct rollover is made by or on behalf of an Employee who has not yet become a Participant, the rollover account shall constitute the entire Accrued Benefit and his or her sole interest in the Plan. The Plan may require a Participant to furnish, prior to receipt of any rollover contribution or transfer, adequate assurance that the funds constituting the transfer are in fact an Eligible Rollover Distribution from an Eligible Retirement Plan.

5.3 Deemed IRA Accounts - There is established under the Plan an additional and separate class of accounts to be known as "Deemed IRA Accounts". These accounts shall be

held and administered by the Board under the provisions of section 408(q) and all applicable regulations. Contributions may be made to the account by any Employee otherwise eligible to participate in the Plan (or by a former Employee who retains an account within the Plan), and may be made through payroll deduction, direct contribution, transfer from another IRA Account held by the Employee, or transfer from an Eligible Retirement Plan as defined in Article I. Distributions from the Deemed IRA Account may be made at such times as allowed by applicable federal tax law governing IRA Accounts. A Participant with an Accrued Benefit under this Plan may, if he or she is eligible to receive a complete distribution of the Accrued Benefit, designate that his or her account is a Deemed IRA account. Contributions to and distributions from the Deemed IRA Account shall occur only as allowed by section 408 or other applicable section of the Internal Revenue Code regulating IRA accounts, but the form, timing and manner of distribution, and designation of Beneficiary, shall be as provided for other accounts under this Plan. If there is a conflict between the provisions of this Plan and applicable federal tax law governing IRA Accounts, the law pertaining to IRA Accounts shall apply and shall control. Establishment of such deemed IRA accounts shall occur through approval of a separate resolution by the Board, and the accounts shall be subject to such administrative limitations, procedures and account agreements as may be established by the Board.

5.4 Special Rollover Accounts - There is established under the Plan an additional and separate class of Participant accounts, to be known as "Special Rollover Accounts". A Participant's accrued benefit under the Special Rollover Accounts shall be the balance in that account. The Special Rollover Accounts shall consist solely of transfer refunds that are transferred to this Plan from the State of Maryland Retirement System, at the direction of an employee otherwise eligible to participate in this Plan, who has elected to transfer from the Maryland Retirement System to the Maryland Pension System, and who: (a) is eligible to receive a transfer refund distribution because of such transfer, and; (b) elects to transfer all or part of such amount directly to this Plan. Transfer Refunds, as used herein, means a refund of individual contributions to the Maryland Retirement System, and earnings thereon, distributable to a member of the Maryland Retirement System who transfers to the Maryland Pension System; provided, however, that no amounts so contributed on a pre-tax basis under the pre-tax "pick-up" plan authorized under section 414(h) shall be so included.

Such Special Rollover Accounts shall be fully vested at all times, and shall be administered and distributed according to the same terms and conditions of this Plan applicable to other Participant accounts; provided, however, that the balance in such special rollover accounts may not be distributed to a Participant as an in-service withdrawal under Article 8.6(a).

The Special Rollover Accounts may be subject, at the discretion of the Board acting in its fiduciary capacity, and as authorized by other provisions of this Plan, to a separate and distinct system of administrative management, valuation dates, and investment options.

5.5 Roth Contribution and Rollover Accounts – A Participant may make non-deductible Roth contributions to either a Roth Contribution Account or a Roth Rollover Account. The Roth contributions and rollovers shall be subject to the limits and procedures expressed in this Article V, except as expressly modified by Article XVII.

5.6 Maximum Limitation on Annual Additions - Notwithstanding any Plan provision to the contrary:

(a) The maximum annual additions which may be credited to the Accrued Benefit of any Participant in any Limitation Year (hereinafter referred to as the “Maximum Addition”) shall be equal to the lesser of \$40,000 (such amount, as adjusted by C/L Increases, hereafter referred to as the “Dollar Limit”), or 100% of his or her Compensation for the Limitation Year (hereafter referred to as the “Compensation Limit”). Annual additions shall be defined as the Article 5.1 and 5.5 contributions allocable to the Participant’s Accrued Benefit for the limitation year, plus any Special Independent Match contributions made under Article XV. Limitation year shall be defined as the plan year, except as otherwise provided by adoption of a written resolution by the Board. The maximum annual addition shall also include (i) employer contributions, employee contributions, or forfeitures, to any other tax-qualified defined contribution plan maintained by the State of Maryland; (ii) contributions allocated to any individual medical benefit account (as described in I.R.C. Section 401(h)) established under any tax-qualified defined benefit plan maintained by the State of Maryland.

(b) Except as provided in the remainder of this Article 5.6, contributions for and/or allocations to the Accrued Benefit of any Participant, otherwise provided for or permitted by the Plan, shall be reduced or eliminated to the extent necessary to implement the limitations described in Article 5.6(a). If, for any limitation year, the maximum addition is exceeded by reason of: (i) a reasonable error in estimating a Participant’s Compensation, or (ii) other circumstances approved by the Internal Revenue Service, such excess shall be refunded to the Participant, together with income attributable thereto, under procedures and within the time periods approved by the Internal Revenue Service without loss or detriment to the tax-qualified status of the plan. If, under applicable regulations, such amounts may not be refunded to the Participant, the amount of the excess addition shall be held in a suspense account, without allocation of earnings, until the next succeeding limitation year in which it can be allocated to a Participant without violation of the limitation on annual additions expressed in this section.

(c)(i) Notwithstanding the limitations expressed in this section, a Participant who is age 50 or older at any time during the calendar year may make Catch-up Contributions in the amount allowed by section 414(v) for the applicable year. Such Catch-up Contributions shall not

be taken into account for purposes of any provisions of this Plan implementing limitations required by section 402(g) or 415. Such contributions shall be made through employee election, and by deferral of salary that is contributed to the plan in a functional manner similar to other payroll deferrals. The Employee is not required to designate contributions as Catch-up Contributions if he or she is eligible to make them.

(ii) In determining the amount of allowable Catch-up Contributions for a particular period, the limitations contained in section 402(g) and section 415 shall be determined by aggregating all deferrals made by that employee to all tax-qualified plans or section 403(b) plans, contracts or custodial accounts.

5.7 Contributions and Military Benefits – A Participant who is entitled to make contributions under the provisions of Article XVIII shall have his or her contribution benefits, limits and restrictions determined under the provisions of Article XVIII.

END OF ARTICLE V

## **ARTICLE VI**

### **Allocation of Funds**

6.1 **Separate Accounts** - Separate Accounts, consisting of Compensation Deferral Accounts, Roth Contribution Accounts, Rollover/Transfer Accounts, Roth Rollover Accounts and Deemed IRA Accounts are established for each Participant who contributes to the particular account, or the Beneficiary or Alternate Payee who receives the account under the provisions of this Plan.

6.2 **Allocation of Earnings or Losses of Trust** - Subject to the provisions of Article 10.4, as of each Valuation Date and Special Valuation Date, the net earnings or losses of the Trust (including capital gains and losses, whether or not realized) since the preceding Valuation Date or Special Valuation Date, whichever last occurred, shall be allocated among all Participants in accordance with the ratio which the Accrued Benefit of each Participant, determined as provided herein, bears to the aggregate of all such Accrued Benefits so determined. For purposes of this allocation, the Accrued Benefit of each Participant will consist of the balances in all of the functional accounts contained therein as of the preceding Valuation Date or Special Valuation Date, whichever last occurred, adjusted pursuant to the next paragraph and pursuant to Article 6.4; provided, however, that the allocation of earnings and losses, as herein provided, need not be made if the method used to account for the respective interest of each Participant is such that, in an equitable manner, it includes a revaluation at current market values of each such interest as of each valuation date (e.g., the Unit Method of accounting).

In its allocations of income, gains or losses, and changes in value occurring in the Trust, the Board may make reasonable assumptions as to the timing of Employer and Participant contributions received, and distributions made, between valuation dates (e.g., an assumption that all Participant contributions made pursuant to periodic payroll deductions on a regular basis are deemed to have been received at the midpoint of a valuation period).

The Board, acting as Trustees, may adopt a system of daily valuation of each account. If a daily valuation system is adopted it need not be used for all accounts.

6.3 **Valuations** - In determining the earnings or losses of the Trust, the Trust (excluding amounts transferred to Segregated Accounts) shall be valued at fair market value, as of each Valuation Date and Special Valuation Date. Investments or investment pools that are measured by daily income accruals and fair or book value of the contracts contained therein shall be valued in that manner, and shall not require independent appraisals of value, or market valuation of the underlying investments. Whenever the marketability of an investment within an account has been suspended at a time when value must be determined, the Board may make such reasonable estimates of value of all accounts within that particular class as is necessary to determine the value of any Participant's interest therein.

6.4 Accounting for Distributions - As of the preceding valuation date, special valuation date, or daily valuation date, whichever last occurred, all withdrawals of Participant contributions, and all transfers to Segregated Accounts, shall be charged to such Participant's Accrued Benefit.

6.5 Full and Immediate Vesting - Each Participant shall always be fully vested in his or her Accrued Benefit.

6.6 Interim Valuations - In the event it is determined that the value of the Trust fund as of any date on which distributions are to be made differs materially from the value of the Trust on the Valuation Date or prior Special Valuation Date upon which the distribution is to be based, the Board, in its discretion, shall have the right to designate any date in the interim as a Special Valuation Date for the purpose of revaluing the Trust so that the account from which the distribution is being made will, prior to the distribution, reflect its share of such material difference in value. Similarly, the Board may adopt a policy of providing for regular interim valuations (e.g. designation of the last day of each fiscal quarter as a Special Valuation Date) without regard to the materiality of changes in the value of the Trust. The Board may also adopt, by special vote, methods of valuation to be used for a given asset class that is not subject to daily valuation.

6.7 Right of Participants to Specify Investments - Subject to such limitations as may from time to time be required by law, or imposed by the Board or contained elsewhere in the Plan, and subject to such operating rules and procedures as established by the Board, each Participant shall have the right to designate the percentage of his or her Accrued Benefit which is to be invested in any one or more of such categories of investments as may be made available from time to time by the Board, pursuant to Article 10.4, and shall have the right to thereafter designate amounts to be withdrawn from any one or more investment categories and invested in one or more other investment categories then available, in accordance with the following:

(a) Such change in designation shall occur under rules and procedures established by the Board and by: (i) filing necessary signed forms, in good order, with the Administrator or other person or entity designated to effect such changes, or (ii) through electronic means and methods of investment allocation adopted by the Board. The maintenance by the Board of electronic or automated method of investment selection, or of methods that permit daily change in investment selection, shall not constitute a guarantee against any loss in value that may accrue through temporary inability to change such selection through use of such methods.

(b) All contributions and other amounts added to a Participant's Accrued Benefit, and all distributions subtracted therefrom shall be invested or withdrawn in accordance with the then effective investment category designation. As of the effective date of any new investment category designation, the entire balance of the Participant's Accrued Benefit at that



date shall be reallocated among the designated investment funds according to the percentages specified in the investment category designations. Re-allocation of the Participant's accounts may not be made by the Board without the consent of the Participant merely to adjust for disproportionate investment growth among different funds, but the Board may adopt for Participant designation a method that automatically and periodically rebalances the Participants' investment accounts. A Participant may make different investment designations for contributions and investments.

(c) In the event the Board receives an initial or revised investment designation which appears incomplete, unclear or improper, the Participant's investment category designation then in effect shall remain in effect.

(d) It is intended that all Participants will direct the investment of their contributions and Accrued Benefits to the extent set forth in this Article 6. 7. In the event the Board possesses at any time instruction as to the investment of less than all of the contributions or Accrued Benefit, the contributions or Accrued Benefit shall be invested in the default option as described in this Article 6. 7(d):

- (i) The Board shall designate by separate resolution a default investment option for contributions and the Accrued Benefit. The Board may from time to time amend the default option, and may do so without formal plan amendment; but any change in the default option shall be announced to Participants in a form substantially similar to that used for Plan Amendments.
- (ii) In designating a default option the Board may choose either: (i) a stable value fund, money market fund, or fund with similar characteristics; (ii) a balanced fund that invests in both debt and equity securities; (iii) a target retirement or Lifecycle fund that adjusts its investment allocations according to the anticipated date of a participant's retirement; (iv) a substitute fund as described in Article 6. 7(d)(vi). In the absence of specific designation by the Board, the default option shall be the target retirement fund available for investment at the time of default that most closely corresponds to the year the Participant attains age 65. If a person attains age 69 in the year the default occurs, the default option shall be the Retirement Income Fund of the Target Retirement Series.
- (iii) The Board may designate different default options for different classes of Participants and may also designate a different default option for contributions and the Accrued Benefit.
- (iv) The Board may from time to time request participants (or a particular class of Participants) to re-designate the investment options for receipt of contributions, investment of the Accrued Benefit, or both. If the Board does require affirmative

re-designation, and the Participant fails to respond to notice of this requirement, the Board may direct the contributions or the Accrued Benefit, as the case may be, to the Default Option.

- (v) A default direction of contributions or Accrued Benefit does not restrict the right of a Participant to change the direction of either through his or her affirmative act, according to the usual procedures maintained for plan administration.
- (vi) If the Board removes a particular investment option from the Plan it shall provide notice of this removal to affected Participants. If the Participant fails to affirmatively designate a substitute option, the Administrator shall re-direct contributions and/or the Accrued Benefit to the specific substitute default option designated by the Board when it removes the affected fund. The substitute default option may (but need not be) a replacement fund with investment characteristics similar to the fund that is removed.

END OF ARTICLE VI

## **ARTICLE VII**

### **Entitlement to Benefits**

7.1 **Retirement** - Every Participant shall be deemed to have reached retirement upon the attainment of his or her 62<sup>nd</sup> birthday, or, if he or she remains in the employ of the State after such dates, the effective date of actual retirement. Whether or not a Participant has attained his or her retirement age, as of his or her Distribution Date, a Participant shall be entitled to elect to receive the value of his or her Accrued Benefit, payable according to the provisions of Article VII. Beneficiaries and Alternative Payees shall be entitled to distribution of account values as provided in Article 9.

7.2 **Disability** - If a Participant, at any time prior to retirement or other termination of employment with the State, shall become totally and permanently disabled, and if proof of such disability satisfactory to the Board shall be furnished (which proof shall include a written statement of a licensed physician appointed or approved by the State), such Participant, as of the Distribution Date, shall be entitled to the full value of his or her Accrued Benefit, payable according to the provisions of Article VIII. Total and permanent disability shall mean a medically determinable physical or mental impairment which can be expected to result in death or to last at least six months, and by reason of which the Participant will be prevented from performing his or her usual duties or any other similar duties available in the State's employment.

7.3 **Death** - In the event of the death of a Participant prior to his or her retirement, disability or other Severance From Employment, then the full value of the Accrued Benefit shall become payable, under the provisions of Article VIII and IX to his or her designated Beneficiary.

7.4 **Other Terminations** - In the event of a Severance From Employment by a Participant for any reason other than retirement, disability or death, then, as of the Distribution Date, he or she shall become entitled to elect to receive the value of his or her Accrued Benefit, payable according to the provisions of Article VIII.

7.5 **Hardship Distributions** - In addition to the in-service withdrawal rights described in Articles VII and VIII, a Participant, in the event of financial hardship as hereinafter defined, may apply to the Board for withdrawal of a portion of his or her Compensation Deferral Account. The Board shall fully consider the circumstances of each case, and the best interests of the Participant and his or her family, and shall have the right, in its sole discretion, to allow such withdrawal, or to allow the Participant to withdraw a part of the sum requested, or to refuse to allow any withdrawal. Upon a finding of financial hardship, the Board shall make the appropriate distribution to the Participant from the Compensation Deferral Account or the Roth Contribution Account, as the case may be. In no event shall the aggregate amount of the

distribution exceed the lesser of: (a) the amount determined by the Board to be necessary to alleviate the Participant's financial hardship, and which is not reasonably available from other resources of the Participant, or (b) an amount equal to the contributions made to the Compensation Deferral Account, less any previous distributions therefrom. In no event shall the Special Independent Match Contributions made to the Compensation Deferral Account be eligible for withdrawal under this provision.

"Financial hardship" shall be defined as: (i) an immediate and heavy financial need arising as a result of accident, illness or other emergency, in circumstances of sufficient severity that a Participant or his family is clearly endangered by present or impending economic want or privation; (ii) financial need arising as a result of the expenditure of funds in order to purchase a principal residence for the Participant; (iii) the need to provide for the payment of tuition, related educational expenses, and room and board for the next 12 months of post-secondary education for the Participant, or his or her spouse, children, or dependents; (iv) medical expenses (as described in Internal Revenue Code §213) for the Participant, spouse, dependant or primary Beneficiary designated by the Participant; (v) payments necessary to prevent the eviction of the Participant from his or her principal residence or foreclosure on the mortgage of that residence; (vi) the need to pay for funeral expenses of the Participant's spouse, dependent or designated primary Beneficiary; or (vii) such other events that classify as a hardship under the Internal Revenue Code and applicable regulations at the time the request is made. In calculating the distributable amount under this section, the amount of taxes payable on the distribution may be taken into account. "Dependent" as used herein means dependent as defined in Internal Revenue Code §152, without regard to §152(b)(1), (b)(2) and (d)(1)(b).

In administration of the financial hardship provisions hereunder the Board shall restrict such distributions, and impose such requirements, as are established in the Internal Revenue Code and applicable regulations, including requirements that Participants exhaust other means of relief (such as loans available from this Plan) or that Participants not make elective contributions under this Plan (or other Plans maintained by the Board) for a period of at least 6 months after the date of distribution.

END OF ARTICLE VII

## **ARTICLE VIII**

### **Distribution of Benefits**

8.1 **Amount** - Upon attaining his or her Distribution Date, a Participant may elect to receive his or her Accrued Benefit; provided, however, that any benefits shall be distributed only as provided in this Article. Determination of the amount to be distributed shall be based upon the value of the Accrued Benefit as determined under the provisions of this Plan. Any distribution based upon an amount invested in a Segregated Account shall be valued according to the valuation method adopted for the Segregated Account.

8.2 **Method of Payment** - The Board shall determine, in its discretion, whether the amount that a Participant has elected to receive, or is otherwise entitled to receive, shall be distributed in cash or in property valued at its fair market value, or partly in each. In accordance with the election procedure set forth in the next paragraph, the distribution shall be made in a lump sum, in a fixed (or estimated) number of installments, or by the purchase of a paid-up annuity contract for the Participant and/or the Beneficiary, or, subject to the consent of the Board, a combination of such methods of distribution.

Subject to the remaining provisions of this Article 8.2, and subject to such conditions and limitations as may be prescribed by the Board, the Participant shall have the right to elect the method by which his or her Accrued Benefit is to be distributed. In the absence of such election by the Participant, the method of distribution shall be determined by the Board. The election by the Participant must be in writing and filed with the Board prior to the date on which benefits are due to commence (for which purpose the purchase of an annuity contract shall be deemed to be a benefit commencement date). The election shall specify the portion of the account to be distributed, and/or the type and manner of installment payments.

Distribution of the Accrued Benefit of a Participant shall be subject to the following rules:

(a) **Installment Payments** - If all or any part of the distribution by the Trustees is to be in installments, the Participant shall determine (subject to paragraph(c)) the period over which such installments are to be paid and, in the discretion of the Board, payments shall be made monthly, quarterly, semiannually, annually, or otherwise. At the election of the Participant, but subject to such rules as may be established by the Board, the total to be so distributed shall either: (i) continue to be invested in those assets currently retained in the Trust, in which case any income, gain or loss attributable thereto shall be reflected in the installment distributions, in such equitable manner as the Trustees shall determine, or (ii) transferred to a

Segregated Account. The Participant may change his her installment election at any time, but the Board may impose rules that limit the frequency of such changes, so long as such rules allow a change in election at least once a year. No such change in payment election, however, is permitted for purchased annuities under Article 8.2(b).

(b) Annuity Options - If all or any part of the amount to be distributed shall be used to purchase a paid-up annuity contract, the Board shall select such form of contract (including a variable annuity) to be so purchased and such payment option thereunder as reflects the election made by the Participant, and the Board shall pay the premium of such contract to the issuing company. The Board shall direct that all right, title or interest in such contract shall remain within the Plan as a Segregated Account under the terms of the Plan and the Participant shall have no right, title or interest therein except to receive the payments therefrom as provided therein, and to change the Beneficiary from time to time; alternatively, the Board may direct that the contract shall be purchased in the name of the Participant and distributed to him free and clear of the Trust, in which case: (i) the contract shall be issued so as to be nontransferable, (ii) it shall not contain a death benefit in excess of the greater of the reserve or the total premiums paid for annuity benefits, and (iii) it shall not contain provisions that expand upon, change or eliminate any Plan provisions applicable to distributions in annuity form.

(c) Limitations - Any distribution shall be made only in accordance with regulations prescribed by the Internal Revenue Service and shall begin not later than the April 1 immediately following the calendar year (hereinafter referred to as the "Commencement Year") in which the Participant reaches age 70½ or in which he or she subsequently retires. Distribution in the form of installment payments or the purchase of an annuity policy shall be made over: (i) the life of the Participant; (ii) the lives of the Participant and his designated Beneficiary; (iii) a period certain not extending beyond the life expectancy of the Participant; (iv) a period certain not extending beyond the joint life and last survivors' expectancy of the Participant and his or her designated Beneficiary; or (v) any combination thereof. For this purpose life expectancies and the amount of distribution in a particular year shall be determined through use of actuarial tables required under applicable Internal Revenue Service regulations concerning minimum required distributions under section 401(a)(9).

(d) All distributions (including the amount of the distribution) shall comply with the minimum distribution rules of section 401(a)(9)(including the requirements of section 401(a)(9)(G)). Such distributions (including the amount of the distributions) shall comply with IRS Regulation 1.401(a)(9)-1 through 1.401(a)(9)-8. The amount of the distribution shall be calculated by use of the non-spousal beneficiary table provided in the regulations, unless the Participant is eligible to elect, and does elect, the spousal beneficiary method. The provisions of section 401(a)(9) and applicable regulations shall control the amount and timing of any distribution required under this section regardless of any other provision of this Plan.

8.3 Timing of Benefit Commencement - Unless the Participant otherwise elects pursuant to any elective provision which may be present in the plan, the payment of benefits under the Plan to each Participant will commence within a reasonable period of time after the last of the possible Distribution Dates, but in no event shall benefits begin later than April 1 after the end of the year in which occurs the latest of: (i) the date on which the Participant attains age 70½; or (ii) the Participant's Severance From Employment.

8.4 Special Provisions - Death Benefits - The following provisions shall govern the payment of death benefits following the death of a Participant:

(a) In all events minimum annual benefits shall be paid in accordance with section 401(a)(9) and applicable regulations.

(b) Upon the death of a Participant prior to receipt of all of his or her benefits under this Plan, the entire remaining value of the Accrued Benefit shall be paid to the person or person designated in accordance with Article IX.

(c) If the Participant dies prior to the required beginning date of the minimum distributions under section 401(a)(9), distributions to the Beneficiary shall begin by payment of the required minimum distribution on or before December 31<sup>st</sup> of the year after the year of the Participant's death. Such distributions shall continue annually over the life expectancy of the Beneficiary under methods and amounts determined by applicable IRS regulations. The Beneficiary may take a lump sum of the required yearly minimum amount, or such designated monthly or quarterly amount that will in all events equal or exceed the required yearly minimum amount. In any year the Beneficiary may elect to receive additional amounts up to the then existing value of the Accrued Benefit.

(d) If the Participant dies prior to the required beginning date of minimum distribution under section 401(a)(9), and if the Beneficiary entitled to a payment affirmatively elects prior to receipt of a payment, and prior to December 31<sup>st</sup> of the year after the Participant's death, not to receive an immediate distribution, no distribution will be required under Article 8.4(c), but in that event the entire Accrued Benefit must be distributed by December 31<sup>st</sup> coincident with or next following the fifth anniversary of the death of the Participant.

(e) If the Participant dies after the required beginning date of minimum distributions under section 401(a)(9) distributions to the Beneficiary in any calendar year shall be the minimum amount that would have been distributable to the Participant according to the life expectancy tables and other rules of section 401(a)(9).

(f) If the Beneficiary is the spouse of the Participant, the section 401(a)(9) required minimum distribution to the spouse must be made before the later of: (i) the December

31<sup>st</sup> of the year following the Participant's death; (ii) December 31<sup>st</sup> of the year in which the Participant would have turned 70 ½.

(g) In the event that a Participant dies with no designated Beneficiary, or if there is no designated Beneficiary by December 31<sup>st</sup> of the year following the death of the Participant, then: (i) if death of the Participant occurred before the required beginning date of section 401(a)(9) required minimum distributions, distribution of the entire Accrued Benefit shall occur on or before December 31<sup>st</sup> coincident with or next following the 5<sup>th</sup> anniversary of the death of the Participant, but; (ii) if death occurs after the required beginning date, distribution of the Accrued Benefit shall be made and distributed under applicable IRS regulation over a period measured by the life expectancy of the Participant at the time of his or her death.

(h) Nothing contained in this Article 8.4 shall prevent the purchase of, or distribution under, an annuity policy which meets the requirements of Article 8.2 or 8.4.

(i) If a deceased Participant was receiving benefits under an annuity option, and such annuity contains provisions for survivorship payments, such survivorship payments shall be made in accordance with the annuity contract. If a deceased Participant was to have received benefits under an annuity option, and death occurs prior to the completed purchase of an annuity by the Trustees, the entire amount which would have been utilized for such purchase shall be paid to the person or persons designated in accordance with Article VIII and IX.

(j) If the five year rule of Article 8.4(d) and section 401(a)(9)(B(iv)) applies, the five year period will be determined without regard to calendar year 2009.

8.5 Benefits on Termination of Employment - Payment of benefits to a Participant shall begin within a reasonable period of time following his or her Severance From Employment unless the Participant (subject to the minimum distribution rules of section 401(a)(9)) elects to defer distribution to a later date. A failure to request payment of benefits shall constitute such an election. Prior to the commencement of benefits, the Accrued Benefit of a Participant whose benefits are deferred shall continue to be invested according to the elections last made by the Participant, and such Participant shall continue to have full rights to designate his or her investments as if he or she were still employed. No such failure to make an affirmative election to request payment of benefits shall postpone distribution beyond the latest date to begin distribution under Article 8.3 hereof.

8.6 In-Service Withdrawals and Distributions - Withdrawals from the Plan while the Participant remains employed may only be made as follows:

(a) A Participant who has attained age 59½, but who has not had a Severance From Employment with the State, may withdraw from his or her Accrued Benefit any amount



not in excess of the then value of such Accrued Benefit, pursuant to the election and payment of benefit procedures described in Articles 8.1 and 8.2.

(b) Any Participant who has not had a Severance From Employment with the State may withdraw from his or her Rollover Account of Article 5.2, or the Roth Rollover Account of Article XVII hereof any amount not in excess of the value of the Account. The Board shall have the right to determine the date or dates as of which withdrawals will be permitted, but at least one such withdrawal date shall be provided in any Plan Year.

(c) No withdrawals under (a) or (b) may be made from the Special Rollover Accounts of Article 5.4 until the Participant attains the retirement age of 62 specified in Article 7.1.

(d) A Participant eligible to receive a hardship distribution as defined and regulated in Article 7.5 may apply for and receive such a distribution.

(e) If the Participant has more than one account he or she may specify the account from which distributions are to be made, but such specification may not be used to violate or avoid the minimum distribution requirements of this Plan, or section 401(a)(9).

(f) The Board, at the request of a Participant, may transfer all or any portion of a Participant's Accrued Benefit to a defined benefit plan maintained by the State of Maryland that is qualified under section 401(a), if: (i) the governing body responsible for maintaining the defined benefit plan agrees to accept the transfer, and; (ii) such direct transfer does not cause the recipient plan to exceed the limitation on annual additions required by section 415; and (iii) such transfer is not otherwise prohibited by any provision of the Internal Revenue Code.

8.7 Rollovers from the Plan - Any Participant may elect to have any Eligible Rollover Distribution transferred directly to an Eligible Retirement Plan specified by him or her. The Administrator of the Plan shall provide such notices to Participants of their rights under this section as are required by the Internal Revenue Code.

8.8. Beneficiary Rollovers - A non-spouse Beneficiary who is a designated beneficiary under section 401(a)(9)(E) may direct a direct rollover by trustee to trustee transfer of all or any portion of the account to an individual retirement account the Beneficiary establishes for purposes of receiving the Distribution.

8.9 Distributions to Alternate Payees - An Alternate Payee who receives or maintains an account under this Plan may elect to receive a distribution from the account at any time. An Alternative Payee may also elect a direct Rollover by trustee to trustee transfer of all or any portion of the account to an individual retirement account.

8.10 Distribution and Military Benefits – A person eligible for Military Benefits under Article XVIII shall have his or her right to receive distributions determined under the provision of Article XVIII.

END OF ARTICLE VIII

## **ARTICLE IX**

### **Beneficiaries, Alternate Payees and Participant Data**

9.1 **Designation of Beneficiaries** - Each Participant from time to time may designate any person or persons (who may be named contingently or successively) to receive such benefits as may be payable under the Plan upon or after his or her death, and such designation may be changed from time to time by the Participant by filing a new designation. Each designation will revoke all prior designations by the same Participant, shall be in a form prescribed by the Board, and will be effective only when filed in writing with the Board during his or her lifetime. A Beneficiary that has an account in the Plan because of the death of a Participant, or an Alternate Payee maintaining an account with the Plan under the terms of a Domestic Relations Order, may also designate a Beneficiary under the provisions of this Article. If the Beneficiary or Alternate Payee does not make such a designation and dies before the account is fully distributed, any remaining value of the account shall be paid to his or her estate.

A person may designate a trust or other entity as a beneficiary. In order to claim benefits under such a designation, the trust or entity must be in existence at the time of the designation, or be a trust created by the Participant's last will and testament.

In the absence of a valid Beneficiary designation (except in conjunction with the election of a form of benefit payment which does not require the designation of a specific Beneficiary), or if, at the time any benefit payment is due to a Beneficiary, there is no living Beneficiary eligible to receive the payment, validly named by the Participant, the Board shall distribute any such benefit payment to the Participant's spouse, if then living, otherwise to the Participant's then living descendants, if any, per stirpes, otherwise to the Participant's then living parent or parents, equally, otherwise to the Participant's estate. In determining the existence or identity of anyone entitled to a benefit payment, the Board may rely conclusively upon information supplied by the Participant's Personal Representative. In the event of a lack of adequate information having been supplied to the Board, or in the event that any question arises with respect to any such payment, then, notwithstanding the foregoing, the Board, in its sole discretion, may distribute such payment to the Participant's estate without liability for any tax or other consequences which might flow therefrom.

9.2 **Alternate Payees** - The restrictions on transfer of the account of a Participant or Beneficiary do not apply to transfers pursuant to a court domestic relations order that is authorized by the Internal Revenue Code and Maryland law. The Administrator may divide or transfer the account according to the terms of such an order and the administration of the new account created by the court order shall be governed by the terms of the Plan. The Alternate Payee may elect to receive a distribution from the account, or to continue to maintain an account under the Plan, but in all events shall be subject to the provisions of Section 401(a)(9) and the provisions of Article VIII.

9.3 Information to be Furnished by Participant and Beneficiaries - Any communication, statement or notice addressed to a Participant, Beneficiary or Alternate Payee at his or her last post office address filed with the Administrator, or if no such address was filed the last post office address filed with the Administrator, or if no such address was filed with the Administrator, then at the last post office address as shown on the State's records as Employer, shall be binding on such person for all purposes of the Plan. If the Board notifies any Participant, Beneficiary or Alternate Payee, or former Participant that he or she is entitled to an amount under the Plan and the Participant or Beneficiary fails to claim such amount or make their location known to the Board within three years thereafter, then the Board may: (a) direct distribution of such amount to any one or more or all of the next of kin of the Participant, and in such proportions as the Board may determine, or; (b) pay over such funds due a known Participant or Beneficiary to the administrator of the Maryland Unclaimed Property Unit, to be held by the State for such person until he or she can be found. The Board shall not be liable to any person for payment made in accordance with such escheat or unclaimed property law. Such amounts distributable to the Unclaimed Property Unit may be distributed in advance of the three year period if the Administrator has made reasonable efforts to locate such person.

END OF ARTICLE IX

**ARTICLE X**  
**The Trust Fund**

10.1 Investment of Funds - All contributions under the Plan shall be paid to the Board of Trustees of the Plan and deposited in the Trust. Such contributions, all investments made therewith and proceeds thereof, and all earnings and profits thereon, less the authorized disbursements therefrom, shall constitute the Trust, which Trust, and any agreement under which it is maintained, shall in all respects constitute a part of the Plan. The State of Maryland, acting as Employer, reserves the right to select, and from time to time to change, the Trustees, as provided in Title 35 of the State Personnel & Pensions Article, or any amendment thereto. The Board reserves the right to amend the Trust, or to create separate or additional trusts and by express appointment designate additional trustees of such entities, or to create and administer master or group trusts that hold assets of this and other tax qualified plans, or other plans permitted to participate in group trusts under the Internal Revenue Code. The Trust fund shall be administered under the terms of this Article and Article XI and XIV.

10.2 Prohibition Against Diversion of Funds - It shall be impossible by operation of the Plan or Trust, by natural termination of either, by power of revocation or amendment, by the happening of any contingency, by collateral arrangement or by other means, for any part of the corpus or income of the Trust, or any funds contributed thereto, to inure to the benefit of the State or otherwise be used for or diverted to purposes other than providing benefits to Participants and Beneficiaries and defraying reasonable expenses of administering the Plan.

10.3 Loans to Participants - Notwithstanding any other provision in the Plan to the contrary, the Board may make loans to Participants. Each loan shall be based upon a written application made to the Board by the Participant setting forth the desired loan amount and such other information as may be deemed pertinent by the Board. The Board shall have the final and exclusive right to determine the propriety, amount and terms of any loan to be made.

In addition to such rules and regulations as the Board may from time to time adopt, all loans shall comply with the following terms and conditions:

(a) Each loan shall be deemed to be, and shall be accounted for as, a specific investment of the borrowing Participant's Accrued Benefit, which shall be the sole source of, and a limit on the amount of, such loans.

(b) Except as otherwise permitted by the Board and permitted on a non-discriminatory basis under the Internal Revenue Code, the amount of any loan, when added to the outstanding balance of all other loans to the Participant from the Plan or any other qualified retirement plan of the State or any related employer (as defined in Section 414(b), (c) or (m) of

the Internal Revenue Code), shall not exceed the lesser of: (i) \$50,000 reduced by the excess of: (A) the outstanding balance of loans from the Plan to the Participant during the twelve months ending on the day before the loan is made, over (B) such balance on the day the loan is made, or (ii) 50% of the Participant's Accrued Benefit, valued as of the Valuation Date or Special Valuation Date, which-ever last occurred, preceding the date on which the loan is approved (adjusted for subsequent contributions and/or distributions).

(c) The period of repayment for any loan shall be arrived at by mutual agreement between the Board and the Participant, but, except for home loans (as defined in Section 72(p)(2)(B)(ii) of the Internal Revenue Code), shall in no event exceed five years. Except as otherwise permitted in regulations issued by the Internal Revenue Service, and subject to any acceleration or early repayment provisions in the loan agreement, each loan shall be repaid in substantially level payments, not less frequently than quarterly, over the term of the loan.

(d) Each loan shall be secured by the Participant's promissory note for the amount of the loan, including interest, payable to the order of the Board of Trustees, and by an assignment (notwithstanding any contrary provisions in the Trust) of all or any portion of the Participant's right, title and interest in and to his Accrued Benefit, provided, however, that the terms of the assignment may not permit the Board, prior to the Participant's death or Severance From Employment, the attainment of age 59½ or the termination of the Plan, to charge the Participant's Accrued Benefit, for which purpose the Board may charge the Participant's Accrued Benefit for any amount of principal or interest which may be in default under the terms of the loan. The loan shall also be secured with such other collateral, if any, as the Board, in its sole discretion, may deem necessary to adequately secure the repayment of the loan and interest.

(e) Each loan shall bear interest at a reasonable rate to be fixed by the Board, but not to exceed the maximum rate permitted under all applicable usury laws. The Board shall not discriminate among Participants in the matter of interest rates, but loans granted at different times may bear different interest rates if, in the opinion of the Board, the difference in rates is justified by a change in general economic conditions, or the method selected for determining the interest rate on a routine basis.

(f) In the event of default the Board will take such action as may be necessary to protect the interests of the Trust and best secure maximum repayment of the outstanding debt. The Participant shall be liable for all costs incurred by the Board in connection with the default, including reasonable attorneys' fees. In no event shall the fact that a loan is secured by a Participant's interest in his Accrued Benefit be construed as limiting the Participant's personal obligation to repay the loan in full in accordance with its terms. The Board may, if permitted by the Internal Revenue Code and applicable regulations, declare a default and, after notice to the Participant, cure said default by declaring a taxable distribution of the then outstanding loan amount.

Notwithstanding any other provisions of this Article X to the contrary, the Board shall not have any liability, fiduciary or otherwise, for any loss, or by reason of any breach of fiduciary responsibility, arising from or as a result of a loan to a Participant.

The Board, at any time and in its sole discretion, may suspend the operation of this Section 10.3; provided, however, that such suspension shall not affect any loan then outstanding. Further, the Board shall have the right from time to time to adopt such rules, limitations and procedures as it may deem appropriate with respect to Participant loans, including provisions for payment of identifiable loan expenses by the Participant that receives the loan, or a requirement that loans be repaid through automatic payroll deduction or periodic authorized ACH transfer from the Participants' bank account.

10.4 Separate Investment Funds - The Board shall establish and maintain separate investment funds, and shall allocate the assets of the Trust among such funds pursuant to the investment category designations of the Participants described in Article 6.7, and in accordance with the following:

(a) The Board may select for Participant designation such investment funds as it deems appropriate, including regulated investment companies, annuity or investment contracts, real estate investment trusts, exchange traded funds or funds or common investment pools composed of stocks or bonds, whether such funds are managed by the Board itself or other entities selected by the Board to perform said function, and whether or not such investment funds are generally available to the public. In holding title to such investments the Board may use such vehicles as a Master Trust that allows for collective investment by one or more pension plans.

(b) The Board may also offer for Participant election a Stable Value fund, which shall be an investment pool primarily designed to provide preservation of capital and liquidity, and the maximization of current income consistent with these objectives, through investment primarily in annuity contracts with fixed duration, or other investment vehicles having similar provisions, such as separate account contracts, or book value wrapper contracts.

(c) The Board, without necessity of Plan amendment, may change the number and type of investment funds available for Participant selection, may add additional funds, and may limit or terminate the availability of, or modify the investment policy of, any separate investment fund, and/or terminate the availability of separate investment funds entirely (in which case the plan shall be administered without regard to the provisions of this Articles 6.7 and 10.4 providing for Participant designation).

(d) The investment policy described in Section 10.4(a) for each investment fund shall not be interpreted to restrict the types of investments that may be held in such funds from time to time.

(e) Notwithstanding any provision in Section 6.2 to the contrary, the assets of each investment fund or designated option shall be invested and administered separately and the income, gains, expenses and losses shall be determined separately for each fund. The Board shall charge to each separate investment fund all costs, expenses, taxes or other charges which are separately identifiable as attributable to that investment fund. To the extent that any such charges or any portion thereof shall not be separately identifiable, in whole or in part, the Board shall allocate such charges among any two or more of the funds in any reasonable manner that is equitable to all Participants. In accounting for such expenses the Board may provide for reasonable methods of crediting to Participants such amounts as are returned to the Trust from a fund as a reduction of expenses, including crediting such amounts to: (i) all Participants, or; (ii) only those Participants participating in the particular investment option that generates the reduced expense.

(f) To the extent necessary and to give effect to any new Participant investment category designations, adjustment of the relative balances in the separate investment funds may be accomplished either by transfer of any of the assets of any fund to any of the other funds, or by the liquidation of any of the assets of a fund and the transfer of the cash received upon such liquidation to any of the other funds, as may be determined by the Board to be appropriate.

(g) In the event that the trust receives an amount attributable to a particular past period of investment in a particular fund, the Board may allocate such amount among participants in the manner that it determines to be fair and equitable, taking into account the expense of allocating a re-distribution to former Participants. Thus, after considering facts and circumstances relating to the received amount, the Board may elect to: (i) credit such amount to all current participants in proportion to the size of their account, or as a per capita amount, or (ii) credit such amount to the present and former Participants that actually invested in the option generating the payment, or (iii) credit such amount to the expenses of plan administration.

(h) Notwithstanding any other provision of the Plan, neither the Board nor any individual member, nor the State, nor any other person who may be a fiduciary with respect to the Plan shall have any liability, fiduciary or otherwise, for any loss arising from or as a result of any investment designation by the Participant pursuant to Article 6.7, or from the inability of the Participant to change his investment category designation until the next Designation Date or by reason of the inability to make a change in designation on any particular date, and all such persons are specifically absolved of any statutory, judicial, legal or other responsibility with respect thereto (including any responsibility to determine the appropriateness of any individual Participant's investment designations). Nothing in this provision is intended to eliminate, lessen or restrict any liability of any such person under State Personnel & Pensions Article §21-208.

#### END OF ARTICLE X



## **ARTICLE XI**

### **Administration**

11.1 Administrative Authority - Except as otherwise specifically provided herein, the Board shall have the sole responsibility for and the sole control of the operation and administration of the Plan, and shall have the power and authority to take all action and to make all decisions and interpretations which may be necessary or appropriate in order to administer and operate the Plan, including, without limiting the generality of the foregoing, the power, duty and responsibility to:

(a) Resolve and determine all disputes or questions arising under the Plan, including the power to determine the rights of Employees, Participants and Beneficiaries, and their respective benefits, and to remedy any ambiguities, inconsistencies or omissions.

(b) Adopt such rules of procedure as in its opinion may be necessary for the proper and efficient administration of the Plan and are consistent with the Plan.

(c) Implement the Plan in accordance with such rules.

(d) Decide upon the eligibility of any Employee as a Participant, and the crediting and distribution of a Participant's interest in the Trust.

11.2 Administration - The Plan shall be operated and administered on behalf of the Board by an Administrator. The Administrator shall be governed by the following:

(a) In the absence of a specific designation to the contrary by the Board, and subject to the power to delegate pursuant to this Section, the Administrator shall be the Executive Secretary of the Board and his or her staff. Except as the Board shall otherwise expressly determine, the Administrator shall have full authority to act for the Board before all persons in any matter directly pertaining to the Plan, including the exercise of any power or discretion otherwise granted to the Board pursuant to the terms of the Plan, other than the power to amend or terminate the Plan, to determine State contributions, to exercise authority to direct the Board with respect to investment of the Trust, to affect the employer-employee relationship between the State and any Employee, and to retain and/or discharge any separately appointed Trustees, all of which powers are reserved to the Board unless expressly granted to the Administrator. Fiduciary duties, powers and responsibilities may be allocated among the fiduciaries (if there be more than one) to whom such duties, powers and responsibilities have been delegated, so long as such allocation is pursuant to action of the Board or by written agreement executed by the involved fiduciaries and approved by the Board, in which case, no such fiduciary shall have any liability, with respect to any duties, powers or responsibilities not allocated to him, for the acts or

omissions of any other fiduciary. Any person may serve in more than one fiduciary capacity under the Plan, including those of Administrator and Trustee.

(b) The Administrator may appoint any persons or firms, or otherwise act to secure specialized advice or assistance, as he or she deems necessary or desirable in connection with the administration and operation of the Plan; the Administrator shall be entitled to rely conclusively upon, and shall be fully protected in any action or omission taken by it in good faith reliance upon, the advice or opinion of such firms or persons. The Administrator shall have the power and authority to delegate from time to time by written instrument all or any part of his or her duties, powers or responsibilities. Any action of such person in the exercise of such delegated duties, powers or responsibilities shall have the same force and effect for all purposes hereunder as if such action had been taken by the Administrator. Further, the Administrator may authorize one or more persons to execute any certificate or document on behalf of the Administrator, in which event any person notified by the Administrator of such authorization shall be entitled to accept and conclusively rely upon any such certificate or document executed by such person as representing action by the Administrator until such third person shall have been notified of the revocation of such authority. The Administrator shall not be liable for any act or omission of any person to whom the Administrator's duties, powers or responsibilities have been delegated, nor shall any person to whom any duties, powers or responsibilities have been delegated have any liabilities with respect to any duties, powers or responsibilities not delegated to him, except to the extent required by the relevant provisions of the State Personnel & Pensions Article, or the State Government Article, providing for liability of public officials and indemnity therefore.

(c) All representatives of the Board, its staff, or other persons to whom they delegate responsibility, shall use ordinary care and diligence in the performance of their duties pertaining to the Plan, but, except to the extent required by law, no such individual shall incur any liability: (i) by virtue of any contract, agreement, bond or other instrument made or executed in their official capacity with respect to the Plan, (ii) for any act or failure to act, or any mistake or judgment made, in their official capacity with respect to the Plan, unless resulting from gross negligence or willful misconduct, or (iii) for the neglect, omission or wrongdoing of any other person involved with the Plan. Such persons shall be entitled to the indemnification provisions of Maryland law for the effects and consequences of their acts, omissions and conduct in their official capacity with respect to the Plan, except to the extent that such effects and consequences shall result from their own willful misconduct or gross negligence. If any matter arises as to which an individual is entitled to indemnity hereunder, the indemnitees shall give the Board or the State, as the case may be, prompt written notice thereof. The Board, at its own expense, shall then take charge of the disposition of the asserted liability, including compromise or the conduct of litigation. The indemnitees may, at their own expense, retain their own counsel and share in the conduct of any such litigation, but the failure to do so shall not adversely affect his or her right to indemnity.

(d) The Plan may purchase, as an expense of the Plan, liability insurance for the Plan and/or for its fiduciaries to cover liability or losses occurring by reason of an act or omission of a fiduciary. Any fiduciary may purchase, from and for his or her own account, insurance to protect against liability in the event of a breach of fiduciary duty.

(e) Nothing in the Plan shall be construed so as to prevent any fiduciary from (i) receiving any benefit to which he or she may be entitled as a Participant or Beneficiary, or: (ii) receiving any reasonable compensation for services rendered, or for the reimbursement of expenses properly incurred in the performance of his duties under the Plan (except that no person so serving who receives compensation as an Employee shall receive compensation from the Plan, except for reimbursement of expenses properly incurred), or (iii) serving as a fiduciary in addition to being an officer, employee, agent or other representative of the State or any related entity.

11.3 Uniformity of Discretionary Acts - Whenever in the administration or operation of the Plan discretionary actions by the Employer, the Administrator or the Board are required or permitted, such action shall be consistently and uniformly applied to all persons similarly situated.

The sole criterion for determining whether or not, pursuant to any applicable provision of the Plan, the Board exercises its discretion to transfer all or any part of a Participant's Accrued Benefit to a Segregated Account shall be whether the Board determines it to be in the best interests of the Participant to insulate such Accrued Benefit from fluctuations in market value of Trust assets, and the Board shall have no liability by reason of any increase in market value in which the funds transferred to the Segregated Account do not share.

11.4 Fiduciary Standards - The Administrator and all other persons in any fiduciary capacity with respect to the Plan shall discharge their duties with respect to the Plan: (i) solely in the interest of the Participants and Beneficiaries and for the exclusive purposes of providing benefits to Participants and their Beneficiaries and defraying reasonable expenses of administering and operating the Plan, (ii) with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims and (iii) in accordance with the statutes, documents and instruments governing the Plan.

11.5 Litigation - In any action or judicial proceeding affecting the Plan and/or the Trust, it shall be only necessary to join the Board as a party. Except as may be otherwise required by law, no Participant or Beneficiary shall be entitled to any notice or service of process, and any final judgment entered in such action shall be binding on all persons interested in, or claiming under, the Plan.

11.6 Payment of Administration Expenses - Expenses incurred in the administration and operation of the Plan shall be paid by the Trustees out of the Trust. In allocating such

expenses among the accounts within the Trust, the Board may calculate same as a percentage of a Participant's deferred salary, or account value in or at the end of any period or year (including assessment as part of any daily valuation system), or as a sum in dollars assessed upon the status and/or value of a Participant's Account as of the closing date for statements of such account. In allocating such expenses the Board need not assess the same charge or type of charge against every account, but may establish different charges based on the size of the account, the investment option the Participant has selected, or the type and number of transactions with respect to an individual Participant. The Board, in its discretion, may adopt methods under which Participants can elect to pay directly (rather than through reduction of account values or by deferral of salary) their proportionate share of Plan Administration expense.

11.7 Statements of Account - Statements of each Participant's account shall be furnished to each Participant at least quarterly, and at such more frequent intervals as determined by the Board.

11.8 Plan Statements - Within 90 days after the end of the year the Administrator, or such other person or entity as is from time-to-time designated by the Board, shall file with the Board a written report of the assets of the Plan, a schedule of all receipts and disbursements, and a report of all material transactions of the Plan during the preceding year. The report shall be in such form and contain such other information as the Board shall determine.

11.9 Board Records - The Board's records, and any records of the Administrator pertaining to a Participant's account, shall be open to inspection during normal business hours by a Participant or his or her designated representative.

11.10 Claims Procedure - In the event that any Participant or Beneficiary (hereinafter referred to as the "Claimant") believes that he or she is entitled to a benefit under the Plan, and such benefit has not been paid or commended, or if such benefit has been paid or commenced under terms or in an amount with which the Claimant is not in agreement, said Claimant shall have the right to file a written claim with the Board setting forth the reason he or she believes they are entitled to the benefit, or setting forth the nature of the dispute with the terms or amount of the benefit, as the case may be. Such claim shall be delivered or mailed to the Board, to the attention of its Executive Secretary.

Unless it is determined that the matter is to be resolved in accordance with the wishes of the Claimant as set forth in the claim, the Administrator shall provide the Claimant with a written notice setting forth the specific reason or reasons for the denial and the Plan provisions on which it is based. If the Claimant desires further review, the Claimant shall, within 60-days, file with the Administrator a written objection to the decision. The Administrator shall then appoint a designated person from Board staff to decide upon the Claimant's objection. The Claimant shall have the right to meet with the designated staff person to explain the claim, and present additional written material in support of the claim. The designated staff person shall decide the validity of the claim and shall provide a written notice of the decision to the Claimant. Once

such decision has been made the Claimant may appeal the decision of the staff member to the Board by filing a written claim with the Executive Secretary of the Board; but no such claim shall be heard by the Board unless a majority of members present at a duly held meeting of the Board vote to hear the claim. If the Board votes to hear the claim it shall establish the procedures for determining the claim at the same time it authorizes the appeal.

Any reference herein to the "Claimant" shall be deemed to include any person named by the Claimant as his or her duly authorized representative, provided that such representative delivers to the Employer a written power of attorney or otherwise satisfies the Employer that he or she has been duly authorized to act for the Claimant.

END OF ARTICLE XI

## **ARTICLE XII**

### **Amendment**

12.1 Right to Amend - The Board shall have the right to amend the Plan in writing, at any time, and with respect to any provisions thereof (subject to the provisions of Article 10.2 and Article 6.5), and all parties thereto or claiming any interest thereunder shall be bound thereby. No amendment can be made that modifies or limits the requirement that Plan assets be held for the exclusive benefit of Participants and their Beneficiaries. All amendments shall become effective on the first day of the month following the giving of not less than 30 days prior notice of the amendment. Notice shall be deemed given when the amendment is posted in the office of the Administrator and the office of the Secretary to the Board. The Board shall notify each participant at the time he or she receives his or her statement of account values if the Plan has been amended during the preceding statement period, and shall post such amendments on its internet site.

12.2 Amendment Required by Federal Law - Notwithstanding the provisions of Article 12.1, the Plan and Trust may be amended at any time, retroactively if required, if found necessary in order to conform to the provisions and requirements of the Internal Revenue Code, or any similar act or any amendments thereto or regulations promulgated thereunder; no such amendment shall be considered prejudicial to any interest of a Participant or Beneficiary hereunder.

END OF ARTICLE XII

## ARTICLE XIII

### Termination

13.1 Right to Terminate - It is the present intention of the State to maintain the Plan. Nevertheless, the State, acting through the Board, or by passage of statutory amendment duly enacted under law, reserves the right, at any time, to terminate its obligation to allow contributions to be made to the Trust or to terminate the entire Plan and may do so by amending or repealing the statutes authorizing the Plan. In the event of termination, provisions in this Plan that require 100% vesting of all Accrued Benefits and accounts shall continue without alteration.

13.2 Suspension of Contributions - In the event that contributions under the Plan are suspended, the Board shall continue all aspects of the Plan, other than contributions during the period of suspension, in which event distributions will be made, as each Participant reaches his Distribution Date, in accordance with Article VIII.

13.3 Allocation and Distribution - This Section shall become operative in any of the following events: (a) a complete termination of liability to make further contributions to the Trust; (b) a complete discontinuance of contributions to the Trust; (c) a suspension of contributions to the Trust which ripens into a complete discontinuance of contributions; or (d) a complete termination of the Plan. The provisions of this Section shall also become applicable in the event of a partial termination of the Plan, but only with respect to that portion of the Plan attributable to the Participants to whom the termination is applicable. Upon the effective date of any such event, then, notwithstanding any other provisions of the Plan, no persons who were not theretofore Participants shall be eligible to become Participants. The value of the interests of all Participants and Beneficiaries shall be determined and, after deduction of estimated expenses in liquidating and distributing the Trust, distributed to them as soon as is practicable after such termination.

As an alternative to immediate distribution of the Trust, the Board, in its discretion, and subject to its option at any time to require the complete distribution of the Trust to the then Participants, may defer commencement of benefits to each Participant until such Participant reaches his Distribution Date, at which time the Participant shall have the same powers to direct the Trustees in making payments as are contained in Article 8.2.

The provisions set forth in this Section shall be subject to such modification, retroactively if required, without necessity of formal amendment to the Plan, as may be necessary in order to cause the termination of the Plan and/or Trust, and any distributions made pursuant thereto, to conform to any requirements which may be imposed by the Internal Revenue Service to prevent disqualification of the Plan and/or Trust, and no such modification shall be deemed prejudicial to the interest of any Participant or Beneficiary.

13.4 Plan Combinations and Transfers - In the case of any merger or consolidation of the Plan with, or transfer of assets or liabilities of the Trust to, any other Plan, the transaction shall be structured so that each Participant in the Plan would (if the Plan then terminated) receive a benefit immediately after the transaction which is at least equal to the benefit he would have been entitled to receive immediately before the transaction (if the Plan had then terminated).

END OF ARTICLE XIII



## **ARTICLE XIV**

### **Trust Provisions**

14.1 **Declaration of Trust** - All funds held under this Plan are held in trust for the exclusive benefit of the Participants and their Beneficiaries, to be held and administered according to the terms of this Plan and Trust. No provision of this Plan and Trust, including the reserved power of amendment, may allow any portion of the Trust to be used for any purpose other than the exclusive benefit described herein.

14.2 **Trustees** - The Trustees of the Trust Fund created hereunder are the individual members appointed and serving as Trustees of the Board of Trustees of the Maryland Teachers and State Employees Supplemental Retirement Plans, the governmental body created under Title 35 of the State Personnel & Pensions Article of the Maryland Code. No individual Trustee shall have any power over the Trust Fund, any portion thereof, or asset held therein, other than such power as is delegated to him or her by the Board as a whole. Each Trustee shall have the authority, responsibility and power (including the power to delegate responsibility) as set forth in Title 35 and Title 21, Subtitle 2 of the State Personnel & Pensions Article of the Maryland Code. The Trustees shall determine any matter with respect to the Plan and Trust by majority vote of the individuals then serving as Trustees under the provisions of State Personnel & Pensions Article 35-202.

14.3 **Identification of Funds, Pooled Investments and Transactions with the State** - The Trustees, in their management of the Trust funds, shall sufficiently identify each account, investment, share, bond, contract or other investment asset so that it can at all times be identified as an asset of this Trust, and so that the interest of each Participant in the Trust can be determined. This requirement shall not prevent: (a) the maintenance of accounts for future Plan administration expense with the State; (b) the use by the Trustees of common, group or collective trust vehicles as authorized under Revenue Ruling 81-100, Revenue Ruling 2011-1, and applicable provisions of the Internal Revenue Code; (c) the use of such common, group or Master Trust arrangements with other plans under the authority of the Board, or; (d) the delegation of authority (and consequent transfer of trust funds to) a Trustee or Trustees separate and distinct from themselves, such as a bank or Trust Company authorized by law to maintain Trust investments. Use of any such vehicles or Trustees shall not lessen or increase the fiduciary responsibility of the Board members/Trustees under Maryland law to ensure that the interests of the Participants and Beneficiaries are protected, and adequately accounted for.

14.4 **Investment Powers** - The Trustees shall have the authority set forth in Article X to select the investment options under this Plan that are available for Participant selection. To the extent that funds come into their hands that are not currently allocable to a Participant directed

account, the Trustees shall have full authority to invest such sums in any type of investment authorized for Participants under this Plan, subject to relevant standards of fiduciary responsibility under State Personnel & Pensions Article Title 21, Subtitle 2.

END OF ARTICLE XIV

## ARTICLE XV

### **Special Independent Match Contributions**

15.1 **Additional Contributions** - Special Independent Match Contributions may be made to Compensation Deferral Accounts by autonomous independent agencies of the State of Maryland that meet the qualifications set forth in this Article so long as the Employees of the Agency are otherwise able to participate in the Plan as State employees and meet the eligibility standards of Article 15.2. These contributions are in addition to contributions that occur through reduction in salary pursuant to Article 5.1.

15.2 **Eligibility for Special Independent Match Contributions** - Employees are eligible for contributions under this Article if they are: (a) eligible to receive a matching contribution under the State of Maryland Match Plan and Trust, or; (b) all employees of the independent agency otherwise eligible to participate in this Plan.

15.3 **Eligible Agencies** - Agencies are only eligible to participate in the Special Independent Match Contribution program of this Article if they are: (a) classified under Maryland law as agencies of the State, and not as political subdivisions; (b) possess pursuant to State statute independent authority over the salary and benefits payable to their employees. Independent authority, as used herein, means authority to determine the form, manner and amount of employee compensation, including the right to establish independent benefit plans, without regard to State salary grades, approval by the Department of Budget and Management, or the Maryland General Assembly.

15.4 **Necessary Actions for Eligibility** - To participate in the Special Independent Match Program the agency must authorize participation by vote of its governing body. The Resolution approving participation shall be effective 30 days after its passage. The Resolution must: (a) specify the formula method from among those set forth in Article 15.6; (b) set the maximum yearly amount of Special Independent Match Contributions; (c) specify the class of Employees eligible to receive the Special Independent Match Contributions. Once such a Resolution is delivered to the Board, the agency may cancel or revoke its participation in the Special Independent Match program only through a subsequent resolution. The subsequent resolution cancelling (or amending) participation shall be effective 30 days after its passage, but in any event no earlier than the beginning of the Plan year that first occurs after the 30 day waiting period.

15.5 **Board Approval** - No agency may participate in the Special Independent Match program unless its participation has been approved by separate resolution of the Board of Trustees. The Board, in its administration of the program shall determine whether match contributions are made periodically, after the close of the calendar quarter, or after the close of the calendar or fiscal year.

15.6 Alternative Special Match Formulas - The formulas available for selection are: (a) 100% match of the yearly elective deferral contribution to the Compensation Deferral account under this Plan; (b) 50% match of the yearly elective deferral contribution to the compensation deferral account under this Plan. In either case the Resolution required by Article 15.4 shall specify the maximum dollar amount of special match contributions that may be made in any Plan year. In setting such maximum, the agency must: (a) specify whether the maximum amount is reduced by employer contributions to the State Match Plan and Trust; (b) specify whether the maximum amount is determined on a fiscal or calendar year basis.

15.7 Vesting and Eligible Participants - In all cases the employee shall be 100% vested in the Special Independent Match Contributions that are made to the Compensation Deferral Account.

15.8 Limitation on Annual Additions - No matching contribution shall be accepted by the Plan if it would cause the employee to exceed the limitation on annual additions as described in Article 5.6.

15.9 Restriction on Hardship Distributions - No matching contribution under this Article, or income allowable to such contribution, may be distributed as a Hardship Distribution under the provision of Article 7.5.

END OF ARTICLE XV

## ARTICLE XVI

### Miscellaneous

16.1 Limitations on Liability of Employer - Neither the establishment of the Plan or Trust nor any modification thereof, nor the creation of any fund or account, nor the payment of any benefits, shall be construed as giving to any Participant or other person any legal or equitable right against the State (or any person connected therewith), the Trustees or any insurance or investment company, except as provided by law or by any Plan provision. Neither the State nor the Board in any way guarantees the Trust from loss or depreciation, nor does the Board guarantee the payment of any money which may be or become due to any person from the Trust. Any person having a right or claim under the Plan shall look solely to the Trust assets, and in no event shall the State or the Board (or any person connected therewith) be liable to any person on account of any claim arising by reason of the provisions of the Plan or of any instrument or instruments implementing its provisions, or for the failure of any Participant, Beneficiary or other person to be entitled to any particular tax consequences with respect to the Plan, the Trust or any contribution thereto or distribution therefrom. Neither the State nor the Board shall be liable to any person for failure on its part to make contributions, nor shall any action lie to compel such contributions. Neither the State nor the Board (or any person connected therewith) shall have any liability to any person by reason of the failure of the Plan to attain and/or maintain qualified status under section 401(a) of the Internal Revenue Code, or the failure of the Trust to attain and/or maintain tax exempt status under Section 501(a) of the Internal Revenue Code, regardless of whether or not such failure is due to any act or omission (willful, negligent or otherwise) of the Board (or any person connected therewith).

16.2 Construction - The Plan is intended to comply with all requirements for qualification under section 401(a) of the Internal Revenue Code and, if any provision of the Plan is subject to more than one interpretation or construction, such ambiguity shall be resolved in favor of that interpretation or construction which is consistent with the Plan being so qualified. When the word "section" is used in this Plan, the reference is to (unless clearly required otherwise by the context) the applicable section of the United States Internal Revenue Code then in effect. In case any provision of the Plan shall be held to be illegal or void, such illegality or invalidity shall not affect the remaining provisions of the Plan, but shall be fully severable, and the Plan shall be construed and enforced as if said illegal or invalid provisions had never been inserted herein. For all purposes of the Plan, where the context admits, words in the masculine gender shall include the feminine and neuter genders, the singular shall include the plural, and the plural shall include the singular. Headings of Article and Sections are inserted only for convenience of reference and are not to be considered in the construction of the Plan. Except to the extent preempted by federal law, the laws of Maryland shall govern, control and determine all questions arising with respect to the Plan and the interpretation and validity of its respective provisions. If the indefinite continuance of the Plan would be in violation of the law, then the Plan shall continue for the maximum period permitted by law and shall then terminate,

whereupon distribution of the Trust shall be made as provided in Section 13.3 hereof. Participation under the Plan will not give any Participant the right to be retained in the service of the State nor any right or claim to any benefit under the Plan unless such right or claim has specifically accrued hereunder.

16.3 Anti-Alienation - Subject to the provisions of Article 9.2, no portion of any account or benefit, or interest of a Participant or Beneficiary in the Trust Fund, may be sold, transferred, assigned, pledged, charged or used as collateral; and no such account or interest shall be subject to attachment or seizure by a creditor, including the State of Maryland acting as a creditor.

END OF ARTICLE XVI

## **ARTICLE XVII**

### **Roth Accounts**

Participants may establish after-tax Roth Accounts as set forth in this Article XVIII. There shall be two types of Roth Accounts available under the Plan: a Roth Contribution Account for elective contributions from Compensation made by the Participant, and a Roth Rollover Account consisting of Eligible Rollover Distributions from this Plan or from another Eligible Retirement Plan that maintains a Roth account for the Participant.

17.1 Roth Elective Contribution Accounts - A Participant may make Roth elective contributions from Compensation to this Plan.

17.2 Method of Making Roth Elective Contributions - A Participant shall make Roth elective contributions from Compensation by filing with the Administrator an election that his or her designated contributions to this Plan from Compensation shall be made on an after-tax basis to the separate Roth Contribution Account, and shall be included in the Participant's income at the same time that the Participant would have received the cash amount as Compensation. Such election shall be irrevocable for any contribution once it is made to the Plan, but the Participant shall have the same right to stop Roth contributions as he or she does with pre- tax elective deferrals.

17.3 Manner of Election - A Participant shall make his or her election to contribute to a Roth Contribution Account through:

- (a) Filing with the Administrator the form designated by the Administrator for this election, signed and in good order, or
- (b) One or more electronic methods designated by the Administrator for making this election.

17.4 Roth Rollover Accounts - A Participant may establish under the Plan a Roth Rollover Account. The separate Roth Rollover Account consists of money contributed to the account by the Participant through:

- (a) A direct Trustee to Trustee transfer into the Plan of a Roth Eligible Rollover Distribution from an Eligible Retirement Plan account qualified to maintain Roth accounts under the Internal Revenue Code, or;
- (b) A conversion by the Participant of an Eligible Rollover Distribution from his or her Pre-Tax Account under this Plan to a Roth Rollover Account in this Plan, as permitted under the Small Business Jobs Act of 2010. Pre-Tax Account as used in this Article means the Participants' Compensation Deferral Account or Rollover Account.

17.5 Manner of Establishing Roth Rollover Account - The Participant shall establish the Roth Rollover Account through an affirmative irrevocable election that:

(a) Designates the amount of the Pre-Tax Account under this Plan that will be converted to a Roth Rollover Account under this Plan through an Eligible Rollover Distribution, or;

(b) Directs the Plan Administrator to accept a Roth Eligible Rollover Distribution from another Eligible Retirement Plan. In the case of a conversion from an existing Pre-Tax Account under this Plan, the rollover election shall acknowledge that the amount of the conversion shall be included in the Participant's taxable income for the year of the election (or such other year as may be specifically allowed by the Internal Revenue Code) and reported by the Plan Administrator to the Internal Revenue Service as a taxable transaction. A Participant may only elect such a conversion if the Participant is eligible to receive an Eligible Rollover Distribution of the designated conversion amount from this Plan.

17.6 Manner of Making Election - A Participant may make an election to establish a Roth Rollover Account only through:

(a) Filing with the Administrator the form expressly designated for this purpose, signed and in good order, or;

(b) Use of such electronic method of election as specifically designated by the Administrator.

17.7 Rules, Limitations, Definitions and Administration - The rules, definitions, limitations and provisions governing administration under this plan shall apply to both the Roth Contribution Account and the Roth Rollover Account, unless expressly modified by this Article. This includes, by way of illustration and not of limitation, rules on amount and source of contributions, restrictions and requirements for distributions, direct transfers, loans, withdrawal on account of hardship, the designation and distribution of accounts to Beneficiaries, and all provisions concerning accounting, investment, and trust administration.

17.8 Direct Trustee to Trustee Transfer - A direct transfer of a Roth Account under this plan to another Eligible Retirement Plan may only be made if the Eligible Retirement Plan maintains and allows Roth accounts.

17.9 Distribution Hierarchy and Beneficiary Accounts - In the event of any distribution of amounts from this Plan the Participant shall have the right to designate that all or any part of the distribution shall come from the Roth Rollover Account, the Roth Contribution Account, or from one or more of the pre – tax accounts. In the absence of a designation the amounts shall be taken first from the pre – tax accounts to the extent of any balance thereof. A Participant who maintains both Roth and pre – tax accounts, and who designates multiple Beneficiaries, may specify (on forms approved by and filed with the Administrator) that all or part of the Roth



Accounts shall go to a particular Beneficiary, and all or part of the pre – tax accounts to another Beneficiary. In the absence of such a specific designation the Roth and pre – tax accounts shall be divided among the Beneficiaries in the same proportions as the account balances specified by the Participant in the designation of Beneficiaries.

17.10 Separate Accounting - Both the Roth Contribution Account and the Roth Rollover Account shall be accounted for separately from a Participant's pre-tax elective contribution account or pre-tax rollover account, and gains, losses, credits and investment transactions shall be accounted for on a consistent basis that does not have the effect of shifting funds from a Pre-Tax Account to a Roth Account, or from a Roth Account to a Pre-Tax Account; provided however, that if the Roth Rollover Account consists of both Eligible Rollover Distributions from this Plan, and Eligible Rollover Distributions from another Eligible Retirement Plan, the Administrator shall keep such records as required by the Internal Revenue Service that establish the separate source of the funds in the account, and any other information necessary for reporting transactions as required by the Internal Revenue Code.

END OF ARTICLE XVII

## **ARTICLE XVIII**

### **Military Benefits**

18.1 **Differential Wage Payments** – Any individual receiving a Differential Wage Payment, as defined by Section 3401(k)(2) shall be treated as an Employee, and the Differential Wage Payment shall be treated as Compensation.

18.2 **Military Benefits for Participants** – Benefits and contributions for Participants eligible for Military Benefits under USSERA and the Heart Act shall be governed by the terms of this Plan, except as modified by this Article. It is the intention of this Article that if a Participant is entitled to greater Military Benefits under the terms of these statutes, such additional right of contribution or distribution is available for this Participant under this Plan.

18.3 **Contributions During Qualified Military Service** - Service under this Plan includes any qualified military service the Plan must credit for contributions and benefits in order to satisfy the crediting of Service requirements of Code §414(u). A Participant whose employment is interrupted by qualified military service under Code §414(u) or who is on a leave of absence for qualified military service under Code §414(u) may elect to make additional Salary Reduction Contributions upon resumption of employment with the Employer equal to the maximum Deferral Contributions that the Participant could have elected during that period if the Participant's employment with the Employer had continued at the same level of Compensation without the interruption of leave, reduced by the Deferral Contributions, if any, actually made for the participant during the period of the interruption or leave. This right applies for five years following the resumption of Employment (or, if sooner, for a period equal to three times the period of the interruption or leave). The Employer shall make appropriate makeup Non-elective Contributions and Matching Contributions for such a Participant as required under Code §414(u). The Plan shall apply the limitations of Article V to all Deferral Contributions under this paragraph with respect to the year to which the Deferral Contribution relates.

18.4 **Distributions During Military Service** – For purposes of distributions to an individual in the uniformed services, such individual will be treated as incurring a Severance From Employment during any period the individual is performing service in the uniformed services described in Code §3491(h)(2)(A). However, the plan will not distribute the benefit to such an individual without that individual's consent, so long as the individual is receiving differential wage payments.

If an individual elects to receive a distribution under this provision, the individual may not make an elective deferral or employee contribution during the 6-month period beginning on the date of the distribution.

18.5 Post-Severance Compensation – An individual receiving Post-Severance Compensation and who had a Severance From Employment because of Qualified Military Service may contribute these amounts to the Plan to the extent that the individual would have received these amounts if the individual had not had a Severance From Employment.

END OF ARTICILE XVIII

IN WITNESS WHEREOF, this Plan is executed this 12<sup>th</sup> day of December 2011.

THE STATE OF MARYLAND

By: Michael T. Halpin (SEAL)  
Michael T. Halpin  
Executive Secretary of the Board  
Pursuant to Resolution of the Board

Adopted Dec. 12, 2011