Amendment to Plan of Benefits

For Employees of:  Marist College
Administrative Services Agreement No.:  837090

Effective January 1, 2012, the following changes have been made to your Booklet.

1. The information entitled "Determining if You Are in an Eligible Class" found under the **When Your Coverage Begins** section has been replaced with new information for Exempt Secretaries (Non-Union) and Part-time Exempt Secretaries.

**Probationary Period**
Once you enter an eligible class, you will need to complete the probationary period before your coverage under this plan begins.

**Determining When You Become Eligible**
You become eligible for the plan on your eligibility date, which is determined as follows.

**On the Effective Date of the Plan**
If you are in an eligible class on the effective date of this plan, and you had previously satisfied the plan's probationary period, your coverage eligibility date is the effective date of this plan. If you are in an eligible class on the effective date of this plan, but you have not yet satisfied the plan's probationary period, your coverage eligibility date is the date you complete 3 months of continuous service with your employer. This is defined as the probationary period. If you had already satisfied the plan's probationary period before you entered the eligible class, your coverage eligibility date is the date you enter the eligible class.

**After the Effective Date of the Plan**
If you are hired or enter an eligible class after the effective date of this plan, your coverage eligibility date is the date you complete 3 months of continuous service with your employer. This is defined as the probationary period. If you had already satisfied the plan's probationary period before you entered the eligible class, your eligibility date is the date you enter the eligible class.
2. The information entitled "Determining if You Are in an Eligible Class" found under the **When Your Coverage Begins** section has been replaced with new information for Full-time Security Personnel and CWA Full-time Staff & Part-time Staff.

**With respect to Full-time Security Personnel and CWA Part-time Staff**

**Probationary Period**
Once you enter an eligible class, you will need to complete the probationary period before your coverage under this plan begins.

**Determining When You Become Eligible**
You become eligible for the plan on your eligibility date, which is determined as follows.

**On the Effective Date of the Plan**
If you are in an eligible class on the effective date of this plan, and you had previously satisfied the plan's probationary period, your coverage eligibility date is the effective date of this plan. If you are in an eligible class on the effective date of this plan, but you have not yet satisfied the plan's probationary period, your coverage eligibility date is the date you complete 6 months of continuous service with your employer. This is defined as the probationary period. If you had already satisfied the plan's probationary period before you entered the eligible class, your coverage eligibility date is the date you enter the eligible class.

**After the Effective Date of the Plan**
If you are hired or enter an eligible class after the effective date of this plan, your coverage eligibility date is the date you complete 6 months of continuous service with your employer. This is defined as the probationary period. If you had already satisfied the plan's probationary period before you entered the eligible class, your eligibility date is the date you enter the eligible class.

**With respect to CWA Full-time Staff**

**Probationary Period**
Once you enter an eligible class, you will need to complete the probationary period before your coverage under this plan begins.

**Determining When You Become Eligible**
You become eligible for the plan on your eligibility date, which is determined as follows.

**On the Effective Date of the Plan**
If you are in an eligible class on the effective date of this plan, and you had previously satisfied the plan's probationary period, your coverage eligibility date is the effective date of this plan. If you are in an eligible class on the effective date of this plan, but you have not yet satisfied the plan's probationary period, your coverage eligibility date is the date you complete 4 months of continuous service with your employer. This is defined as the probationary period. If you had already satisfied the plan's probationary period before you entered the eligible class, your coverage eligibility date is the date you enter the eligible class.

**After the Effective Date of the Plan**
If you are hired or enter an eligible class after the effective date of this plan, your coverage eligibility date is the date you complete 4 months of continuous service with your employer. This is defined as the probationary period. If you had already satisfied the plan's probationary period before you entered the eligible class, your eligibility date is the date you enter the eligible class.