

Sample GRA Eligibility Letter

The one-year eligibility waiting period for the group retirement plan (GRA) may be waived if the following conditions are met: Faculty or staff otherwise eligible for the GRA plan were employed by a college or university within the past 6 months; were employed on a 'regular' basis (not temporary or adjunct) for at least 12 months at an .50 FTE or greater (minimum of 1,000 hours/year).

A letter from the prior employer is required to document employment. Generally, the Human Resources office can provide the documentation by using the following format. The letter can be faxed to 503.768.6233 or sent through the mail.

(Printed on College letterhead)

Lewis & Clark College
Attn: Barb Lipinski MSC 72
0615 SW Palatine Hill Rd.
Portland, OR 97219-7899

Date

Dear Ms. Lipinski:

This is to confirm that *(employee's name)* was employed at *(College or University)* for the period of *(beginning through ending dates)*. During this period, *(employee's name)* worked at least 1,000 hours per year, or an FTE of at least .50, in a position that was not temporary or adjunct status.

Sincerely,

Name
Title