

SOUTHERN OREGON UNIVERSITY
Human Resource Services - Employee Benefits

Leaving SOU Employment

This flyer explains the status of your employee benefits when you leave Southern Oregon University. Please contact the Benefits office if you have questions. Telephone (541)552-8244, or write to Human Resource Services, 1250 Siskiyou Blvd, Ashland, OR 97520, Attention: Benefits Office

Termination of Benefit

- **Classified Employees:** If your final pay check will pay you for at least 80 hours in your last pay period, PEBB insurance coverage will continue through the end of the following month. If you receive pay for less than 80 hours, coverage will continue through the end of the month in which you terminated.
- **Academic and Administrative Unclassified Employees:** If your final pay check will pay you for at least 50% of full-time monthly pay, PEBB insurance coverage will continue through the end of the following month. If you receive pay for less than 50% of full-time pay, coverage will continue through the end of the month in which you terminated.

You may contact the Benefits Office at 541-552-6167 for the exact date your insurance coverage will end.

NOTE: Accrued leave time which is paid upon termination, does not apply toward these rules.

Medical and Dental Insurance

You and your eligible dependents may elect to continue your group medical and dental insurance plans for up to 18 months by paying the monthly premium yourself (COBRA Continuation) if you meet the qualifications. Continuation periods may vary depending on the reason for your termination.

BestChoice Administrators will mail a Continuation Election Notice to your last known home address. To elect coverage, follow the instructions on the Continuation Election Notice. You will have 60 days from the date on the Notice or 60 days from the date your coverage ends, whichever is later, to decide if you want the continued coverage. You will be required to pay any retroactive premium due for each month in which you were eligible for the continued coverage. Questions regarding COBRA eligibility, enrollment forms, or premiums may be directed to BestChoice Administrators at 1-800-822-3173.

Another option available to you is to convert your group medical coverage to an individual medical plan. Application for conversion must be made directly to the insurance company within 31 days from the expiration date of your group coverage. This option is also available following completion of your continuation of group coverage. Contact your insurance company with any questions you may have.

Life Insurance

- **Standard Insurance:** You may continue or "port" your optional employee life and spouse life coverage at the same premium rate. This portability option is not available to employees who terminate due to total disability or retirement. Employee life must be ported in order to port the spouse life policy. You must elect this option within 31 days of the date of termination (see the Termination of Benefits section above). Contact the Benefits office for applications. The \$5,000 basic life coverage and the dependent life coverage may not be continued under the portability option.

You may contact Standard Insurance to convert any of your life insurance coverages to an individual policy without evidence of insurability. Application must be made directly to Standard Insurance within 31 days of the date coverage is lost. Telephone: 1-800-521-8780.

- **OPEU Life Insurance (Great West Life Assurance Co.):** You may convert your life insurance to an individual policy without evidence of insurability. For more information, contact OPEU at 1-800-452-2146.

Short and Long Term Disability and Accidental Death and Dismemberment Insurance

There are no conversion or continuation plans available. If you are terminating employment due to a disability, please contact the Benefits office for information on procedures.

Long Term Care

Employees have 31 days to notify UNUM of their request to convert the coverage. You can contact UNUM at 1-800-227-4165. The benefits and premium stay the same, but you will pay the premium directly to UNUM. You will be given the option to pay premiums on a quarterly, semi-annual, or annual basis.

Dependent Care Account

Your final check will include your last Dependent Care Account deduction if there are sufficient funds to cover the election. Expenses may be incurred up to your termination date. Claims may be submitted for any dollars remaining in your account through the end of the grace period, same as for active employees.

Public Employees' Retirement System (PERS)

You may leave your account balance in PERS if desired. If you are vested with PERS (employee contributions have been made in five calendar years, or you are over age 50), your account will continue to earn interest and you can apply for a retirement benefit when eligible. If you are not vested, your employee account will continue to earn interest for up to five years at which time you would lose PERS membership. Please refer to the PERS web site at for additional information. <http://www.pers.state.or.us/>

You also may choose to withdraw your account balance at any time (remember, you will forfeit all membership rights). Notice of Withdrawal forms may be obtained directly from PERS, P.O. Box 23700, Tigard, OR 97281-3700, or phone 1-888-320-7377. Employee Benefits Office does not have these forms.

The Benefits office will submit a Notice of Separation to PERS after your department submits your terminating paperwork and final pay has been issued.

Optional Retirement Plan (Academic and Administrative Unclassified Employees Only)

You may leave your account balance in the Optional Retirement Plan (ORP) or withdraw it. Please contact your ORP company for additional information about the status of your account.

American Century 1-800-344-3533 ext. 4999

Scudder 1-800-537-1036

TIAA-CREF 1-800-842-2638 ext. 8220

VALIC 1-800-448-2542

Tax-Deferred Investment Program

Contact your company representative to decide what you want to do with your Tax-Deferred Investment Program (TDI) account. You may leave your money in your account to continue the tax deferral or you can withdraw your funds (some restrictions apply). If you go to work for another employer offering TDIs, you may be able to continue your TDI with your new employer.

Deferred Compensation

Contact the Oregon Savings Growth Plan Coordinator at (503) 378-3730 to make sure your Settlement Agreement shows how you want your funds distributed.

Vacation

- **Classified Employees:** If you are a classified employee, who terminates after six months of state service, you will be paid for all unused vacation leave up to 250 hours. If you return to a regular position within two years after you leave, you receive credit for your previous service when your vacation accrual rate is recalculated.
- **Academic and Administrative Unclassified Employees:** Twelve-month academic and administrative unclassified employees may be paid for a maximum of 180 hours of unused vacation leave.

Personal Leave

- **Classified Employees:** Upon leaving, classified employees are not entitled to be paid for unused personal leave. This leave is to be used prior to your last day of work. However, should you terminate employment before working 1,040 hours for the fiscal year (July 1 to June 30), the value of personal leave time which you have taken may be recovered from your final check.

Sick Leave

Because sick leave is provided to protect your income while employed, no payment is made for accumulated unused sick leave upon termination. Your sick leave balance will be reported to PERS for possible use in calculating your retirement benefits.

- **Classified Employees:** Sick leave credits will be restored to classified employees if they return to a regular position within two years after leaving.
- **Academic and Administrative Unclassified Employees:** Academic and administrative unclassified employees returning to OUS will have their sick leave credits restored.

Change of Address in the Year you Terminate

Please provide Human Resource Services with your new address. Updated records will ensure that you receive your annual W-2 tax form in a timely manner.