

# Leaving the University



*Office of Human Resources*

*Appalachian State University*

*330 University Hall Drive , Boone, NC 28608*

*828-262-3186 <http://hrs.appstate.edu>*



## **Important Information About Pay and Benefits**

Your final check will be directly deposited into your bank account. Contact the HR Office to change your direct deposit information.

### ***Tax Withholding (W-2)***

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The University will send your “Tax Withholding Statement” (Form W-2) to your home address in January of the year following your termination of employment. Contact Payroll Services at 262-6422 if you have any questions, or if you need to request a duplicate Form W-2.

### ***Forwarding Address***

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You should submit your forwarding address to Human Resources. If you plan to relocate, you should notify the University of your new mailing address. This will ensure timely delivery of your W-2 form.

### ***Vacation Leave Payout***

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EHRA Non-Faculty and SHRA employees leaving state service are paid in a lump sum for unused accumulated vacation leave, not to exceed 240 hours (prorated for part-time employees). Any deficit is deducted on an hour-for-hour basis. Vacation pay is included in the final University paycheck. EHRA Faculty do not receive a payout of vacation leave.

For EHRA non-faculty employees who have been employed a total of 24 months or less by one or more State or local governmental agencies, vacation leave payout is equal to one day for each month worked, less the number of days of vacation leave taken during the employment period. For EHRA non-faculty employees employed for more than 24 months by one or more State or local governmental agencies, the employee may elect to take all or part of unused annual leave prior to discontinuation of employment up to 30 days, or the employee may elect to be paid in a lump sum for any accrued annual leave that is unused as of the date of discontinuation up to the maximum of 30 days.

## ***Bonus Leave Payout***

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EHRA Non-Faculty and SHRA employees who have a bonus leave balance and are leaving state service are paid in a lump sum for the unused bonus leave. Bonus leave pay is included in the final University paycheck. Contact your School/Division HR Office to determine your current leave status. EHRA Faculty do not receive a payout of bonus leave.

## ***Sick Leave***

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Unused accumulated sick leave is not paid upon departure. Unused accumulated sick leave is reinstated if you return to state employment as a permanent employee regularly scheduled to work 20 hours or more per week within five years of the end of your employment. Unused accumulated sick leave is reported to the Retirement System (TSERS plan participants only) for additional credit if your retirement effective date is within 5 years of the termination of your employment.

## ***Prorated Longevity Pay***

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If you are an SHRA employee and are eligible for longevity pay, then you will receive a prorated amount based on the date of your departure from the University. This amount will be included in your final check from the university.

## ***Payment for Parking Permit***

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If you have a payroll deduction for a University parking permit, you should return the permit to Parking & Traffic or to your supervisor or Department Head.

## ***Email Account Forwarding***

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If you have an email account at the University your access to electronic University resources will end effective the day after your last day of active employment at Appalachian.

## ***P Card***

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Upon departure from the University, return your card to your department supervisor. Your card number will be deactivated.

## ***Unemployment Insurance***

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To apply for Unemployment Insurance benefits, visit the Employment Security Commission web site at <http://www.ncesc.com> or call 877-841-9617.



## Insurance

### *State Health Plan*

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You and your covered dependents can elect to continue your health insurance coverage through COBRA for up to 18 months immediately following the termination of your coverage. Spouses and dependent children can elect to continue their coverage even if the employee does not.

- You will be responsible for paying the full cost of the monthly premium, plus a 2 percent administrative fee. Premiums are due one month in advance of coverage and are paid directly to Blue Cross/Blue Shield (BCBS).
  - Coverage for you and your dependents ends on the last day of the month or the last day of the next month. This depends on your resignation date if it is before the 15<sup>th</sup> of the month coverage will end the last day of the current month, if last day work is 16<sup>th</sup> or after coverage will be the last day of the following month.
  - To determine the date your coverage will end, please contact your Benefits Services (828) 262-3186.

### *How to continue your coverage:*

You will receive information on your COBRA coverage options and costs directly from COBRAGuard on behalf of BCBS. You will receive that information within 30 days of the date your coverage ends. To contact the State Health Plan, call 888-234-2416 or COBRAGuard at 877-479-9651.

### *Retiree Health Insurance Special Continuation Rules*

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If you retire or terminate your employment and you have five years of State Membership Service in the Teachers' and State Employees' Retirement System (TSERS) or are vested in the Optional Retirement Program (ORP), you may be eligible to continue to receive retiree health insurance through the State Health Plan, as long as you are receiving a monthly retirement benefit from either TSERS or the ORP.

If you withdraw all of your retirement contributions in TSERS or your ORP account, you will **not** be eligible for retiree health coverage. Retiree Health insurance coverage will begin one month after the start of your monthly annuity benefit through TSERS or your ORP account.

If you were hired prior to October 1, 2006, the State may pay the employer contribution towards the cost of your health insurance premium. You will continue to pay required employee premiums, including dependent coverage. If you were hired on or after October 1, 2006, the State may pay the employer contribution of your health insurance premium depending on the plan you elect and based on the following schedule:

- 20 or more years of TSERS or ORP participation, the State may pay 100% of the employer contribution.
- If you have 10 but less than 20 years of TSERS or ORP participation, the State will pay 50 percent of the employer contribution.
- If you have less than 10 but at least five years of TSERS or ORP participation, you are eligible for coverage, but you must pay the full cost of coverage.

Any required employee premiums, including dependent coverage, would continue to be paid by you.

## Other Health Insurance Plans

### *NCFlex Dental Plan*

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- You will be covered through the end of the month in which you leave the University. If you have additional questions about your coverage, contact the Benefits Office at 828-262-3186
- You can elect to continue coverage for up to 18 months immediately following the end of your coverage.

#### *How to continue your coverage:*

You will receive information on your COBRA coverage options and costs directly from United Concordia. You will receive that information within 30 days of the date your coverage ends.

### *NCFlex Vision Insurance*

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- You will be covered through the end of the month in which you leave from the University. If you have additional questions about your coverage, contact the Benefits Office at 828-262-3186.
- You can elect to continue coverage for up to 18 months immediately following the termination of your coverage.

#### *How to continue your coverage:*

You will receive information on your COBRA coverage options and costs directly from Superior Vision. You will receive that information within 30 days of the date your coverage ends.

### *Cancer Insurance*

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- You will be covered through the end of the month in which you will leave the University. If you have additional questions about your coverage, contact the Benefits Office at 828-262-3186.
- You or your covered dependents can convert cancer insurance coverage to an individual policy within 30 days of your termination date.

#### *How to continue your coverage:*

Complete the Cancer Conversion Form available at [www.ncflex.org](http://www.ncflex.org) within 30 days of your termination date.

## **Critical Illness (NCFlex)**

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- Employees will be covered through the end of the month in which they terminate from the University. If you have additional questions about your coverage, contact the Benefits Office at 828-262-3186.
- When your employment ends, you may elect to continue your coverage for yourself and your dependents at the current group rates.

### ***How to continue your coverage:***

Complete the Critical Illness Continuation of Coverage Form available at [www.ncflex.org](http://www.ncflex.org) within 45 days of your termination date.

## **Flexible Spending Accounts**

### ***Health Care or Dependent Day Care***

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If you are enrolled in either the Health Care or Dependent Day Care flexible spending accounts:

- You can file for claims for eligible services incurred prior to your departure from the University. Services incurred after your termination will not be covered.
- Your claims must be submitted by the same date as active employees, which is April 30 of the year after your expenses were incurred.
- Any unused money in your account is forfeited and remains with the State.
- An 18-month continuation plan through COBRA is offered for the health care spending account only. This continuation plan is an after-tax plan.
- Services received after your termination date cannot be claimed unless you elect continued coverage through COBRA.

### ***How to continue your coverage for the Health Care Flexible Spending Account:***

The P&A Group will send the continuation information to your home address. If you do not receive this information within 30 days of your termination date, contact the P&A Group at 866-916-3475.



# Retirement

## *Teachers' and State Employees' Retirement Systems (TSERS)*

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### Important Facts for TSERS Members:

- Contributing participation in the Teachers' and State Employees' Retirement System (TSERS) ceases upon your departure from state employment. You will, however, retain your account as long as you do not withdraw your contributions.
- If you have 60 or more months of creditable service in TSERS, you are "vested," which means you become eligible for a retirement benefit when you reach the qualifying age if you do not withdraw your contributions.
- If you do not withdraw your accumulated contributions from TSERS and you return to state employment as a permanent employee, regularly scheduled to work 30 hours or more each week, your TSERS account will be reactivated and you will continue to add to the creditable service you had previously accumulated.
- If you withdraw or roll over your accumulated contributions from TSERS, you forfeit all rights to any benefits provided by TSERS.
- If you withdraw your contributions, but return to state employment as a permanent employee, your benefit will start over.
- You are eligible to receive the full employer contribution for retiree health insurance through the State Health Plan if you were hired by the State prior to Oct. 1, 2006, and have completed 60 months of contributory service, or if you were hired by the State on or after Oct. 1, 2006, and have completed 20 years of contributory service. You must leave your contributions in your TSERS account to be eligible for retiree health insurance. Contact the Benefits Office at 828-262-3186 for additional information on your eligibility.
- You may wish to seek financial advice concerning the effects – including tax consequences – if you decide to withdraw your TSERS contributions. If you were vested in TSERS on or before Aug. 12, 1989, your TSERS retirement benefits, no matter what amount, are exempt from NC State income tax. If you withdraw your TSERS contributions, you will forfeit your right to this exemption.

## ***Teachers' and State Employees' Retirement Systems (TSERS)***

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### ***Actions Required***

If you decide to maintain your TSERS account following your departure from the University, you do not need to take any action.

If you wish to receive a refund of your TSERS contributions or roll over your account, complete the Withdrawing Your Retirement Service Credit and Contributions Form (Form 5) available from the TSERS website at [www.nctreasurer.com](http://www.nctreasurer.com).

You should read carefully the important information on Form 5 regarding the taxability of the refund before deciding how to receive your contributions.

Complete Form 5 in black ink and have it notarized. In some situations, Employer Certification is required on Form 5. If your request meets the reason(s) listed for Employer Authorization, send the form to Benefits Services. Otherwise, the form can be sent directly to TSERS at the address on the bottom of the form. State law provides that your refund cannot be paid any earlier than 60 days after your final paycheck.

Effective Jan. 1, 2015, all TSERS members who leave employment and request a refund, regardless of the number of years of retirement service credit, will have interest paid on the lump sum withdrawal. Interest is currently paid at 4 percent and is compound annually.

Active Employees can call TSERS at (919) 807-3050. Retirees can contact TSERS at (919) 733-4191 for more information on account balances and refunds.

### ***Optional Retirement Program (ORP)***

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Important facts for members who enrolled in the ORP:

- Your contributing participation in the Optional Retirement Program (ORP) ends upon your departure from University employment. You will, however, retain your account as long as you do not withdraw your contributions.
- If you have completed five years of participation in the ORP, you are “vested” in the University’s contributions and may be eligible for health insurance benefits upon receipt of a monthly retirement distribution. Please contact the Benefits Office at 828-262-3186 for additional eligibility information.
- If you withdraw or roll over your accumulated contributions from the ORP, you forfeit all rights to any benefits provided by ORP.
- If you were enrolled in the ORP on or before August 12, 1989, your ORP retirement benefits, no matter what amount, are exempt from State income tax. If you withdraw or roll over your ORP contributions, you will forfeit your right to this exemption.
- If you are leaving Appalachians State with less than five years of participation in the ORP but are beginning a new job with another qualifying educational institution, and you plan to continue to participate in a substantially similar retirement program at your new employer with one of the ORP vendors (Fidelity or TIAA-CREF), then Appalachian State’s contribution to your ORP may be vested as long as you begin a new job within one year from your termination date.
- If you have not completed five years of ORP participation and will not continue participation in a similar plan at another educational institution, State law requires that your ORP be repurchased. Your contributions can be refunded to you, you can keep them in your account with your ORP vendor, or you can directly roll over the taxable portion of your contributions to an Individual Retirement Account (IRA) or other employer plan. You may wish to seek financial advice concerning the effects –including tax consequences – if you decide to withdraw your ORP contributions. The employer contributions made to your account will be refunded to the University.



### **Actions required**

Complete the “Acknowledgement for Disposition of Account Contributions” form (ORP-3 Form) at <http://hrs.appstate.edu/forms>. Keep a copy for your records and return the original to the Benefits Office within 30 days of your termination date. If you do not complete this form, you will experience a delay when you attempt to access funds in your ORP accounts.

If you are making any changes to your vendor account (closing the account, rollover of contributions, etc.), contact your ORP vendor directly. For more information on the ORP, visit <http://www.northcarolina.edu/hr/ga/benefits/retirement/ORP/ORPMain.htm>.

## **Supplemental Retirement Programs**

### **403 (b), 457(b), or 401 (k) Plans**

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If you are contributing to any of the Supplemental Retirement plans:

- Contributing participation ceases upon your departure from the University.

### **Actions required**

No action is needed if you wish to leave existing assets in your account. Contact the vendor(s) directly for information about the status of your account, including receiving annuity payments, requesting a distribution of assets, or transferring/rolling over your account assets. You will need to notify the vendor directly if you have an address change.

For more information on the Supplemental Retirement Programs, visit: <http://hrs.appstate.edu>

### **NCFlex Life Insurance**

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- Employees will be covered through the end of the month in which they terminate from the University.  
If you have additional questions about your coverage, contact the Benefits Office at 828-262-3186.
- You can elect to continue your ING Group Term Life Insurance policy by applying for coverage through a separately rated portability program within 30 days of the date of your termination from the University.
- You can also convert your coverage to a whole life policy within 30 days of the date of your termination from the University.
- Premium rates for portable term life insurance are generally less expensive than conversion rates.

### **How to continue your coverage:**

Complete the Term Life Continuation or Conversion Form at [www.ncflex.org](http://www.ncflex.org) within 30 days of your termination date.

## **Accidental Death & Dismemberment**

### **AC Newman (NCFlex)**

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- Employees will be covered through the end of the month in which they terminate from the University.  
If you have additional questions about your coverage, contact the Benefits Office at 828-262-3186.
- You may apply for a conversion policy if your coverage ends because your employment ends. You or a covered dependent must apply in writing and pay the first premium within 45 days of coverage terminating under the plan.
- You can elect to continue your AD&D coverage for yourself and your dependents at the current group rates.

### **How to continue your coverage:**

Complete the AD&D Portability or Conversion Form available at [www.ncflex.org](http://www.ncflex.org) within 45 days of your termination date.

# Supplemental Disability Insurance

## *The Standard*

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- Your coverage will end upon your departure from the University.
- You can elect to convert to individual coverage if you are currently enrolled in the plan and you have had at least 12 months of continuous coverage under the plan.
- You can elect to convert to individual coverage within 30 days from your last day of employment with the University.

## *How to continue your coverage:*

Complete a conversion form available from the Benefits Office within 30 days of your termination date.

## *Liberty Mutual*

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- Your coverage will end upon your departure from the University.

# Additional University Benefits

## *Tuition Waiver Program*

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If an employee's work schedule changes to less than 30 hours per week during the period of attendance, or if the employee separates from permanent employment during the period of attendance, the employee may be billed for all or part of the tuition for the entire semester even if s/he officially withdraws from the course, as provided in the policies and procedures established by the Cashier's Office of the enrolling institution.

If you have any questions please call the University Student Accounts.

## *Educational Assistance*

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Once you terminate employment, you are longer eligible to apply for educational assistance.

## *State Employee's Credit Union*

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If you are a member of the State Employees' Credit Union, you can continue your membership by maintaining a balance of \$25 in your share account.

If you have a loan with the Credit Union and have a payroll deduction for the loan payment, contact the Credit Union ([www.ncsecu.org](http://www.ncsecu.org)) for information on payment option