

Kansas State University

Employee Benefit Information for Separating Employees

Division of Human Resources

103 Edwards Hall

www.ksu.edu/hr

785-532-6277

INTRODUCTION

This document provides post-employment information for employees separated from Kansas State University. Options for each of the benefits for which you were enrolled at K-State are outlined.

HEALTH INSURANCE OPTIONS

<http://www.cobraguard.net/member-services>

COBRAGuard, Inc.

866-952-6272

Your current health insurance coverage will cease as of the last day of the month in which your termination of employment occurs. You have the option of continuing your health care coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) for up to 18 months, including any family coverage you currently hold. COBRA is administered for the State of Kansas by COBRAGuard, a separate contractor.

COBRAGuard will notify you of enrollment requirements and premium payment methods via mail to your home address as shown in the Human Resources system at the time of termination. The premium for continued coverage includes the premium you paid while employed plus the premium the employer paid. You have 60 days from the date of the notification letter from COBRAGuard to return the COBRA continuation election form. Generally, there is a 2-3 week transition period from when the employee's coverage is administered by K-State and COBRAGuard assumes this responsibility. Contact COBRAGuard either by phone or on the website shown above.

FLEXIBLE SPENDING ACCOUNT (FSA) – KANELECT

<http://www.asiflex.com/>

800-366-4827

If you have a flexible spending account for either Dependent Care or Health Care Expenses, you will have the same deadlines for filing claims with ASI as before, which are:

- For Health Care FSA you will have until April 15 following the end of the plan year to file claims that were incurred up to the end of the month in which the termination of employment occurs. Coverage may be extended through the end of the calendar year on an after-tax basis.
- For Dependent Care FSA you will have until April 15 following the end of plan year to file claims that were incurred up to the end of the plan year as long as IRS guidelines are met. There is no continuation option for Dependent Care FSA.

Kan Elect is administered by the State of Kansas. Notification will be sent to your home address. Account balances and general information may be obtained from ASI at the above website.

RETIREMENT PLAN INFORMATION

An employee currently eligible to retire from either KPERS or the Kansas Board of Regents retirement plan may elect to do so in lieu of non reappointment or resignation. This election may be accomplished by completing the Notification of Retirement form (PER-37), available from the Human Resources or online at <http://www.k-state.edu/hr/forms/per37.pdf>. Contact the Division of Human Resources – Benefits Administration to discuss this option and to complete any other needed documents.

KPERS - Kansas Public Employees Retirement System

<http://kpers.org/>

888-275-5737

Whether an employee is “vested” determines the options for KPERS when terminating. Vesting means a member has been credited with a minimum amount of service credit under KPERS so that, should the member leave employment, the member’s contributions are protected. The member must leave contributions on deposit with KPERS to earn interest or to be eligible to receive benefits when retirement age is reached.

Vested - Entitled to retirement benefits without further contributions

An employee who is “vested” has three options:

1. Leave money in account and retire when eligible
2. Withdraw money and pay federal income tax and possible penalties
3. Rollover money to another retirement account or IRA – potential tax consequences

You must wait at least 30 calendar days from the last day of employment before electing options 2 and 3.

Not Vested - Not entitled to retirement benefits upon termination

If you are “not vested,” you have two options:

1. Withdraw money and pay federal income tax and possible penalties
2. Rollover money to another retirement account or IRA with accompanying tax consequences and possible penalties.

You must wait at least 30 calendar days from the last day of employment before electing either option. You have up to 5 years to return to work for a KPERS employer or decide which option to select. If you withdraw your KPERS funds and then return to work in a KPERS-covered position, your “new” membership will be in KPERS Tier 2. For information about the differences between KPERS Tier 1 and KPERS Tier 2, contact Human Resources at 785-532-6277.

Kansas Board of Regents Retirement Plan – Mandatory

http://www.kansasregents.org/mandatory_retirement_plan_document

<https://www.planwithease.com/> or contact Human Resources at 785-532-6277

You have these options on your mandatory retirement account.

1. Leave money in the account
2. Withdraw money and pay federal income tax and possible penalties
3. Rollover money to another retirement account or IRA – potential tax consequences

Voluntary Tax-Sheltered Annuity

http://www.kansasregents.org/mandatory_retirement_plan_document
<https://www.planwithease.com/> or contact Human Resources at 785-532-6277

You have these options for your voluntary retirement account:

1. Leave money in account
2. Withdraw money and pay federal income tax and possible penalties
3. Rollover money to another retirement account or IRA – potential tax consequences

Deferred Compensation - ING

<http://www6.ingretirementplans.com/SponsorExtranet/KS/>
800-232-0024

You have these options:

1. Leave money in account
2. Withdraw money and pay federal and state income tax
3. Rollover money to another retirement account or IRA

For options 2 or 3, contact ING at the above website.

LEAVE PAYOUT INFORMATION

<http://www.k-state.edu/hr/benefits/leave.htm>

Though accumulations for vacation leave can rise to 304 hours, and sick leave accumulations have no limit, payout of leave balances on termination are limited to the number of hours and circumstances indicated below. Employees with leave balances exceeding what can be paid are encouraged to donate the remaining hours for employees on shared leave. The form is available at: <http://www.k-state.edu/hr/benefits/share.html>.

Vacation Leave Vacation leave is paid at current hourly rate of pay to an accumulation limit of 176 hours, unless retirement eligible. Retirement eligible employees will be paid for the number of vacation leave hours accrued at the time of retirement, to a limit of 240 hours.

Sick Leave Payment for sick leave is made only if the employee is eligible for retirement and has accumulated over 800 hours. Number of hours paid upon retirement eligibility varies based on years of service. Tables on leave payout are available at the above website.

Compensatory Time (if earned) Payment will be made at the current hourly rate of pay to the maximum amount accumulated.

Holiday Compensatory Time (if earned) Payment will be paid at the current hourly rate of pay to the maximum amount accumulated.

Discretionary Day The Discretionary Day is not a leave-type that is paid on termination. The Discretionary Day can only be used prior to termination.

LIFE INSURANCE CONTINUATION OPTIONS (30-day Deadline)

Separating employees are eligible to continue life insurance as indicated below. You may also contact Human Resources Benefits Administration at 785-532-5277 for further information

Basic Term Life Insurance - Minnesota Life: 877-215-1476

Basic term life insurance is a benefit at no cost to employees equal to 150% of current salary. You may elect to continue this policy as an individual life insurance policy without proof of insurability. Premiums will be based on your age and coverage selected. You have 30 days to exercise this option.

KPERS Optional Group Life Insurance -Minnesota Life 877-215-1476

If you are currently enrolled in Optional Group Life Insurance, you may elect to continue this insurance as an individual policy after termination without proof of insurability. Premiums will be based on your age and coverage selected. You have 30 days to exercise this option.

Teachers and Employees Association (TEA) - Met Life 800-638-5433

If you are currently enrolled in TEA Life Insurance, you may elect to continue this insurance after termination. You have 30 days to exercise this option.

LEARNING QUEST – Educational Savings Plan

800-579-2203

If you currently have a Learning Quest payroll deduction, contributions will stop automatically with the final paycheck. You may leave the balance in the account, continue to contribute, or withdraw the money (penalties apply). Discuss options with the Learning Quest staff at the number above.

EMPLOYEE ASSISTANCE PROGRAM

<http://www.k-state.edu/hr/employeerelations/> or <http://www.khpa.ks.gov/healthquest/eap.html>

Those wishing to use the Employee Assistance Program prior to separation should call the EAP Coordinator at 785-532-6277 or EAP directly at 888-275-1205 (option 7). Eligibility for this program ends at separation.

PERSONAL DEDUCTIONS (from paycheck)

Payments made from paychecks to organizations or campus offices (Parking Services, United Way, etc.) will stop automatically with the last paycheck.

WORKERS COMPENSATION

785-296-2364

Employees will continue to receive Workers Compensation benefits for reported injuries or accidents occurring prior to the separation of employment as determined compensable by the State Self-Insurance Fund. Employees are to submit any Workers Compensation medical, travel or reimbursement claims directly to the State Self-Insurance Fund (SSIF) in Topeka.

UNEMPLOYMENT BENEFITS

<https://www.uibenefits.dol.ks.gov/>

The website above is the State of Kansas site for unemployment insurance. Claims can be filed on line or by phone. The site will direct your search for information on this matter.