

Human Resources

Benefits
237 High Street, 4th Floor
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(860)685-2201

Important Benefits Information for Staff Members Terminating Employment with Wesleyan University

Health, Dental and Vision Insurance

If you terminate employment on or before the 15th of the month, your health, dental, and vision coverage will end on the 15th of the month. If you terminate employment on or after the 16th of the month, your health, dental and vision coverage will end on the last day of the month.

You will be able to continue your medical, dental and vision coverage through COBRA. You have 60 days to make your COBRA election. The COBRA period begins on the date your university-provided coverage ends and continues for up to 18 months. You are responsible for paying 100% of the monthly insurance premiums plus a 2% administration fee.

If you want to continue these benefits, you must complete the COBRA election forms you will receive from Flores & Associates. You must make your first payment within 45 days from the date of election. Flores & Associates will provide you with a monthly invoice.

All payments to Flores & Associates can be made online at <https://www.flores247.com>, through ACH premium submission or sent to Flores & Associates. **Your insurance will not be reinstated until the first payment is received.** At that time, coverage will be reinstated retroactively. You cannot elect or change coverage during the COBRA benefit extension period. However, you can make changes during the annual Open Enrollment period, or if you have a subsequent life event as described in the COBRA notice you will receive from Flores & Associates. For full details regarding COBRA continuation, please refer to the Flores & Associates COBRA notice. You will receive notice of the Open Enrollment period each fall for changes effective January 1st.

Special Note: If you or your spouse are age 65+ and didn't elect Medicare Part B when first eligible because you were covered by Wesleyan University's health plans, you now have a special Medicare open enrollment period. Failure to sign up for Medicare Part B during this period may result in higher Medicare Part B premiums. This special Medicare Part B open enrollment is the eight month period that begins the month after your employment ends or your group health plan coverage ends, whichever happens first.

If you or your spouse are age 65+, or if you will turn 65 during the benefit period, contact Medicare at 1-800-633-4227 or

www.medicare.gov. You may also contact Rich Huntington at Huntington Insurance Group at (860) 529-2676, to learn about and enroll in Medicare and gap coverage plans. Refer to the chart on page 4 of this document for more information.

Short and Long Term Disability

Eligibility under our group policies ends on your last day of work. Coverage cannot be continued under COBRA or converted to an individual policy.

Life Insurance

Life insurance coverage (basic, supplemental, spousal and dependent life) under our group policy ends on the last day you are actively at work. When your group term life insurance coverage ends, you have two choices for continuing your life insurance coverage: portability to a term life policy or conversion to a whole life policy. Porting or conversion must take place within 31 days from the date coverage terminates. Contact Benefits at benefits@wesleyan.edu or 860-685-2100 to request more details and/or the portability or conversion forms.

Flexible Spending Accounts (FSA)

If you have been making contributions to a Dependent Care or Medical Expenses Reimbursement (MERA) FSA Account, those contributions end with your last regular paycheck. You can continue to submit reimbursement claims for all eligible expenses that were incurred up to your last day of employment for 90 days after your termination. The claims process remains the same as the process used during your employment.

Special Note for your Medical Expense Reimbursement Account

(MERA): You may continue your MERA through COBRA. If you elect COBRA, you can submit claims after your termination date occurs unless you have submitted claims equal to or exceeding your annual election, which eliminates the need to continue coverage. You may only elect your MERA through COBRA continuation for the remainder of the current plan (calendar) year.

Health Savings Account (HSA): If you are making payroll contributions to this account, these will end with your last regular paycheck. You may leave the money in your HSA Bank Account, or transfer your funds into another employer's HSA plan. You can still use the balance in your HSA to pay for qualified medical expenses, including COBRA premiums. You may not contribute to the account directly with HSA Bank unless you are participating in an HSA-qualified high deductible health plan.

Retirement Plans

Wesleyan University Retirement Plan

- Your voluntary contributions, employer match and the employer contributions will stop with your last regular paycheck. You may leave the money in your account or withdraw your funds when your employment is terminated. To withdraw or transfer funds, please contact TIAA or Fidelity directly. Funds can be paid to you or transferred into another employer's plan or into an Individual Retirement Account (IRA). Distributions other than direct rollover transfers are taxable and may include a 10% penalty if you are under age 59 1/2.
- If you are age 72, you must begin to take a Required Minimum Distribution (RMD) from your retirement account when your employment is terminated.

Vacation Time

All accrued, unused vacation time up to the maximum annual allowance will be paid out at your current rate of pay at termination. Sick time is not paid out.

Tuition Assistance

You must be employed to receive a benefit under this program; therefore, no payment will be made once an employee has terminated.

Dependent Tuition Scholarship Program

The employee must be employed by Wesleyan at the time the application is made (May of each year) and the beginning of each academic term for which the scholarship is granted. Scholarships will not be paid after an employee has terminated their employment.

Retiree Benefits

If you meet the criteria for the Wesleyan Early Retirement or Wesleyan Retirement Program, you will be notified of those benefits separately. Please refer to the appropriate Retiree Benefits Quick Link at <https://www.wesleyan.edu/hr/retirement-plans/retiree-benefits.html>.

Medicare

If you are age 65 or will be turning age 65 soon, please refer to the chart below.

Terminating Employee	Benefits Continuation through COBRA	Needed Action
Employee aged 65 or older enrolled in or eligible for Medicare A (even if you waived Part A)	Benefits Continuation through COBRA is offered. You have 8 months to sign up for <u>Medicare Part B</u> <u>without a penalty</u>, whether or not you choose COBRA.	We recommend you contact Medicare at 1-800-633-4227 or at www.medicare.gov and Rich Huntington at Huntington Insurance Group at (860) 529-2676, as soon as possible to determine the right time for you to enroll in Medicare Part B, Part D* and Supplemental, or a Medicare Advantage Plan.
Employee is not yet age 65	Benefits Continuation through COBRA is offered. If you turn age 65 during the COBRA period, COBRA coverage ends.	We recommend you contact Medicare at 1-800-633-4227 or www.medicare.gov and Rich Huntington at Huntington Insurance Group. at (860) 529-2676, within four months' notice of turning age 65 to determine the right time for you to enroll in Medicare Part A, Part B, Part D* and Supplemental, or a Medicare Advantage Plan.

***Please note:** If you will be eligible for and enrolling in the Wesleyan Retiree Prescription program, it is a creditable coverage plan and enrollment in Medicare Part D is not required.

Bargaining Union Employees

Union employees are subject to the terms of their union contract.

Contact Information

<u>Vendor</u>	<u>Website</u>	<u>Customer Service Number</u>
Cigna	www.mycigna.com	1-800-244-6224
Delta Dental	www.deltadentalct.com	1-800-452-9310
EAP - BHS	portal.BHSONline.com Company ID: WESLEYAN	1-800-327-2251
EyeMed	www.eyemed.com	1-866-939-3633
Fidelity	www.fidelity.com	1-800-343-0860
Flores & Associates (COBRA and Benefit Billing)	https://www.flores247.com/	1-800-626-3539
GDI (FSA)	www.gdynamic.com/portal	1-800-626-3539
HSA Bank	www.mycigna.com	1-877-682-9563
TIAA	www.tiaa.org	1-800-842-2776
UNUM (Life Insurance, STD, LTD)	www.unum.com	1-866-679-3054
Huntington Insurance Group (Medicare Advantage & Supplemental Plan)	www.huntingtoninsurancegroup.com	1-860-529-2676
Wesleyan Benefits benefits@wesleyan.edu	https://www.wesleyan.edu/hr	1-860-685-2100

Updated 9/3/24