

The following information provides important details regarding benefits and coverage continuation options upon separation from the University. You should check your paystub to verify the plans in which you are participating. You will also want to ensure your address and personal contact information are updated through [PiratePort](#) prior to leaving the University.

Teachers' and State Employees' Retirement System (TSERS)

The Teachers' and State Employees' Retirement System, also known as the TSERS is a 401(a) defined benefit plan. Defined benefit plans use a formula to calculate monthly retirement benefits once eligibility requirements have been met. A member in the TSERS becomes vested after completing five years of membership service (five years of contributing to the TSERS). Under the TSERS, you are eligible to retire with a lifetime monthly retirement benefit once certain age and service requirements are met. If you leave State employment, you may withdraw your contributions or leave your contributions in your TSERS account.

Options upon departure from the University include:

1) **Leave funds in the system**

If you leave employment before retirement, you may be eligible to receive a deferred benefit later once you have met all retirement eligibility requirements provided you do not withdraw your contributions. If you leave State employment and you do not withdraw your funds, you will retain your benefits and rights should you return to State service later.

2) **Withdraw your funds**

You may withdraw your retirement contributions, but you will forfeit your retirement service credit and rights to all retirement benefits associated with the service for that period, including medical coverage through the State Health Plan, if applicable. Additionally, there are penalties for early withdrawal according to the Internal Revenue Service regulations. Should you return to work with the State, you may be eligible to purchase the credit (the retirement years of service that you withdrew) at the full cost after achieving vested status.

3) **Rollover your funds**

You may rollover your funds to an eligible Individual Retirement Account (IRA) or employer plan. This would eliminate penalties being applied; however, this would also eliminate your credit for State employment toward retirement service credit, including medical coverage through the State Health Plan, if applicable.

If you withdraw your funds, you will receive a refund of your six percent contributions, plus four percent interest, minus any applicable taxes and/or penalties. You will not receive the University's contributions, under any circumstances, when you withdraw or rollover your funds. State law prohibits the Retirement System from making a refund earlier than 60 days after you leave employment with an employer that participates in the TSERS. To receive a refund or to rollover your funds, complete a Form 5-Withdrawing Your Retirement Credit and Contributions through your online [ORBIT](#) account.

Optional Retirement Program (ORP)

The Optional Retirement Program, also known as the ORP, is a 401(a) defined contribution plan. You are immediately 100% vested in the value of your contributions. After five years of participation in the ORP, you are 100% vested in the UNC System's contributions. If you leave UNC System employment before completing five years, but within 12 months of your separation from the UNC System, you continue participation in a core retirement plan at another institution as outlined in the plan document, the UNC System will vest you in the value of the UNC System contributions.

Options following separation from the University may include:

1) **Transferring to Another UNC System Institution**

Your election to participate in the UNC-ORP is irrevocable, therefore you may be required to re-enroll in the ORP at your new employing UNC System institution.

2) **Continuing Participation in a "Like" Retirement Plan**

If you will be employed at another (non-UNC System) institution of higher education or healthcare, the UNC System will validate your retirement plan participation to determine your vesting status. If you are vested, you will receive an acknowledgement of your vested status. If you are leaving employment with UNC with less than five years of active participation in the UNC ORP and you will continue participating in a primary retirement plan with your subsequent employer, then your UNC ORP account may be eligible for vesting under the terms of the plan. Your subsequent employer's primary retirement plan must use the accounts of vendors to which you could have contributed under the UNC ORP or could have contributed had you remained a participant in the UNC ORP.

3) **Delay Notification of Enrollment in a "Like" Retirement Plan**

If you are leaving the University and have not yet secured subsequent employment, you may delay notification for up to 12 months by selecting this reason for separation. It is your responsibility to notify the UNC System in writing (at UNC System Office, P.O. Box 2688, Chapel Hill, NC 27515) once you have enrolled in a retirement plan that meets the vesting requirements of the ORP. Failure to notify the UNC System within 12 months after your termination of employment, shall permit the UNC System to proceed with the forfeiture of your UNC ORP account(s) contributions, made on your behalf by the University, adjusted for investment experience of such contributions and for applicable charges, pursuant law. If you are employed by an organization that is not an institution of higher education or healthcare within the immediate 12-month period following separation, the contributions made on your behalf by the University, adjusted for investment experience of such contributions and for applicable charges, shall be forfeited pursuant to law.

4) **Not Continuing Participation in a "Like" Retirement Plan**

If you will be employed by an organization that is not an institution of higher education or healthcare, or if you remain unemployed or employed in a non-benefits eligible position, you may select this option as reason for separation. If you have less than 5 years of retirement participation, the contributions made on your behalf by the University, adjusted for investment experience of such contributions and for applicable charges, shall be forfeited pursuant to law.

5) **Retirement**

If you are retiring, previously retired, or separated from the UNC System and you are seeking the State Health Plan Retiree Health Insurance, you may select this option as reason for separation. If you are retiring from the UNC System but are not eligible for or are not yet seeking retiree health insurance, please select the "Not Continuing Participation In a "Like" Retirement Plan" option as described above, that best applies to your future employment situation.

In all cases, if you withdraw, transfer, or rollover all of your UNC ORP contributions to an IRA or another (non-UNC System) employer's retirement plan, you will forfeit your rights to all benefits associated with the service for that period, including medical coverage through the State Health Plan, if applicable. Following the submission of your [ORP-3 Form](#) the UNC System will validate your retirement plan participation to determine your vesting status. After

vesting status is determined, you will be notified by the ORP via email of your vesting status and you may contact your ORP carrier to request a withdrawal or rollover of eligible funds.

Taxes and early withdraw penalties may apply.

If you choose to leave vested contributions in the account until retirement, you may qualify to enroll in the State Health Plan Retiree Health Insurance upon retirement. Eligibility for State Health Plan Retiree Health Insurance depends on your first hire date and total years of service.

Prior to separating from the University, participants enrolled in the ORP must complete an [ORP-3 Form](#) as an Acknowledgement of Participation.

State Health Plan Coverage *(Medical)*

If you separate between the 1st and the 15th of a month, your State Health Plan coverage will terminate on the last day of the month in which your employment ends. If you separate between the 16th and the last day of a month, your State Health Plan coverage will terminate on the last day of the month following the month in which your employment ends, if your monthly premium is paid in full. Termination of coverage may occur earlier if payroll deductions are not adequate to cover the State Health Plan cost.

Upon termination of employment, you may be eligible to continue health insurance coverage at full cost for up to 18 months through COBRA. Eligible employees will receive information from iTedium regarding COBRA Continuation following separation from the University. If eligible, a COBRA notice will be mailed to the address on file upon separation. If you elect COBRA coverage, you will be enrolled retroactively and billed to a current date.

Upon retirement, you may be eligible to enroll in the State Health Plan Retiree Health Insurance. Eligibility is based on your first hire date and total years of service with the State.

NCFlex Supplemental Benefits *(which includes Dental, Vision, Accident, Cancer & Specified Disease, Critical Illness, Flexible Spending Accounts, and TRICARE Supplemental Plans)*

When you separate from the University, your NCFlex Benefits terminate on the last day of the month in which your employment ends if your monthly premiums are paid in full. Premium catchups may be applied to your last paycheck or leave payout (if applicable) to help ensure these premiums are paid in full. Termination of coverage may occur earlier if payroll deductions are not adequate to cover the NCFlex benefit costs.

When coverage is lost due to termination of employment, employees and covered dependents may continue certain benefits. For additional details, refer to "Coverage Continuation Options at Termination" on page 53-55 in the [NCFlex Benefits Guide](#).

UNC Systems Supplemental Benefits *(which includes Group Term Life and Accidental Death & Dismemberment)*

When you separate from the University, your UNC Systems Benefits terminate on the last day of the month in which your employment ends if your monthly premiums are paid in full. Premium catchups may be applied to your last paycheck or leave payout (if applicable) to help ensure these premiums are paid in full. Termination of coverage may occur earlier if payroll deductions are not adequate to cover the UNC System benefit costs.

When coverage is lost due to termination of employment, employees and covered dependents may continue certain benefits. For additional details, refer to "Conversion vs. Portability" under the System Group Life Insurance tab on the [UNC System website](#).

Lincoln Financial (formerly Liberty Mutual) *(Supplemental Long-term Disability)*

This coverage terminates upon separation of employment.

The Standard Insurance Company *(Supplemental Long-term Disability)*

This coverage terminates upon separation of employment.

SEANC *(Life Insurance Plans)*

Coverage may be continued by contacting Transamerica, 800-248-7496

SEANC *(Dues)*

Deductions will end when you leave ECU. Please contact SEANC, 800-222-2758

Colonial Life *(Short-term Disability)*

Coverage may be continued by contacting Colonial Life, 252-353-7262

Pierce Insurance Agency *(which includes Universal Life, Heart Attack/Stroke, and Critical Illness Plans)*

Coverage may be continued by contacting Pierce Insurance Agency, 800-421-3142

Blue Cross Blue Shield *(Post-Tax Dental Plan)*

Upon termination of employment, you may continue coverage for up to 18 months. The Doug Sutton Agency will notify you of this offer. You may contact the Doug Sutton Agency at 800-778-7771.

Manhattan Life (formerly Investors Consolidated) *(which includes Group Life Insurance, Disability, and Cancer Coverage Plans)*

This coverage terminates upon separation of employment.

If retiring, you may qualify to receive a paid-up policy under your life insurance plan. You may also continue coverage under the disability plan, contingent on new employment. For the paid-up policy for life insurance or to continue the disability plan contact Manhattan Life at 800-669-9030.

Leave Payouts

Vacation leave/bonus leave/sick leave may be transferred to another employer if the employee is transferring from a State agency or University, local government, public school, community college or technical institute to another eligible State institution or agency immediately following their separation of employment otherwise the leave will be paid out based on our leave payout policy.

1) **Vacation**

CSS/DMSS/SHRA employees in a leave earning position may be eligible to receive a lump sum payout for accumulated vacation leave following separation, not to exceed 30 days (240 hours). Any vacation leave of more than 30 days shall be forfeited. Employees have the option to donate their excess leave to the Voluntary Shared Leave Program prior to their separation date.

CSS/DMSS employees who resign or are terminated during their probationary period (1 year from start date) are not eligible to receive a payout for vacation and/or bonus vacation leave.

An EHRA Non-Faculty (SAAO Tier II and SAAO Tier I) employees in a covered position who has accrued unused vacation leave upon discontinuation of employment with the University and who is not eligible to transfer such accrued leave to another State or local governmental agency, may be eligible to receive a lump sum payout for accumulated vacation leave following separation, not to exceed 30 days (240 hours). Any vacation leave of more

than 30 days shall be forfeited. Employees have the option to donate their excess leave to the Voluntary Shared Leave Program prior to their separation date.

EHRA Faculty employees are not eligible to receive leave payouts but may be eligible to donate their unused leave to the Voluntary Shared Leave Program prior to their separation.

2) **Bonus Vacation**

CSS/DMSS/SHRA/EHRA Non-Faculty permanent and time-limited employees in a leave earning position may be eligible to receive a lump sum payout of bonus vacation leave, not to exceed 240 hours. Any bonus vacation leave of more than 240 hours shall be forfeited. Refer to the [Bonus Leave Provisions](#) for details.

CSS/DMSS employees who resign or are terminated during their probationary period (1 year from start date) are not eligible to receive a payout for vacation and/or bonus vacation leave.

EHRA Faculty employees are not eligible to receive leave payouts but may be eligible to donate their unused leave to the Voluntary Shared Leave Program prior to their separation.

If you are eligible for a payout, your payout will be paid at the end of the pay period following the pay period your separation occurs.

3) **Sick**

Sick leave is never paid out upon separation. Sick leave may be donated to the Voluntary Shared Leave Program prior to separation. If you are a member of the TSERS and you separate from employment, you may be able to use your unused sick leave towards your retirement service credit if you retire within five years of separating from the University.

Supplemental Retirement Accounts (SRA)

If you participate in an SRA you may leave your funds on your SRA or you can rollover the funds into an Individual Retirement Account (IRS). Please contact your vendor about your SRA for additional information.

401(k) and 457(b) Deferred Compensation

Empower
Cecilia Fields
cecilia.fields@empower.com
252-204-3297 or 866-627-5267

403(b) and 457(b)

TIAA
Sean Lawrence
sean.lawrence@tiaa.org
704-988-0577

Fidelity
800-343-0860

Questions?

Please visit the HR Benefits website at <https://humanresources.ecu.edu/benefits/> or send an email to popeam22@ecu.edu.

Coverage Continuation Options at Termination for NCFlex benefits

When NCFlex coverage is lost due to termination of employment or other losses of eligibility, employees and covered dependents may continue certain benefits. The following chart lists the continuation options.

NCFlex Coverage	Option	Cost	Remarks
Flexible Spending Account – Health Care	COBRA	102%	P&A will send COBRA enrollment materials to your last known address.
Flexible Spending Account – Dependent Day Care	None		Cannot be continued. However, your available account balance can still be used for services incurred through the end of the calendar year and through the grace period of the plan.
Accident Plan	Portability	100%	Contact Voya by calling 1-877-464-5111.
Cancer	Portability	100%	Allstate Benefits will send you a portability letter upon receipt of the termination of employment.
Critical Illness	Portability	100%	Allstate Benefits will send you a portability letter upon receipt of the termination of employment.
Dental	COBRA	100%*	iTedium will send COBRA enrollment materials to your last known address. If retiring, you will receive information from Pierce Insurance Agency to continue coverage after you cash your first retirement check.
Vision Care	COBRA	100%*	iTedium will send COBRA enrollment materials to your last known address. If retiring, you will receive information from Pierce Insurance Agency to continue coverage after you cash your first retirement check.
TRICARE Supplement	Portability	100%	Selman will send COBRA enrollment materials to your last known address.

Coverage Continuation Options at Termination for UNC System benefits

When coverage is lost due to termination of employment or other losses of eligibility, employees and covered dependents may continue certain benefits. The following chart lists the continuation options.

UNC System Coverage	Option	Cost	Remarks
Term Life	Conversion or Portability	Contact Securian Financial Group for rates and to continue coverage	Contact Securian Financial Group by calling 833-365-0326 or email LifeBenefits@securian.com . If retiring and not enrolled as an active employee, you are able to enroll as a retiree within 31 days of your retirement date. Contact Securian Financial Group.
Core Accidental Death & Dismemberment (AD&D)	None	Cannot be continued.	
Voluntary Accidental Death & Dismemberment (AD&D)	Portability	Contact Securian Financial Group for rates and to continue coverage	Contact Securian Financial Group by calling 833-365-0326 or email LifeBenefits@securian.com

COBRA Coverage

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) allows you and your dependents to continue current NCFlex Dental, Vision, and Health Care Flexible Spending Account (HCFA) coverages for a specific period when you or your dependents are enrolled and coverage is lost due to a qualifying event. You must pay the required cost of coverage. The following charts show the coverage provisions – except for the duration of coverage for the HCFA, which can only be continued until the end of the plan year.

Qualifying Event	Qualifying Dependents Who May Continue Coverage	Duration of Coverage
You retire or your employment ends for any reason other than gross misconduct	Yourself, spouse, dependent children	Up to 18 months
During the first 60 days of COBRA coverage the employee or his/her dependent becomes disabled under the Social Security Act	Yourself, spouse, dependent children	Up to 29 months; months 1-18, 102% of premium; months 19-29, 150% of premium through the end of the calendar year and through the grace period of the plan.
You divorce or legally separate	Ex-spouse and/or dependent children	Up to 36 months from initial qualifying event
Your dependent children lose eligibility	Dependent children	Up to 36 months from initial qualifying event
You become covered by Medicare	Spouse and/or dependent children	Up to 36 months from initial qualifying event
You pass away	Spouse and/or dependent children	Up to 36 months from initial qualifying event

Benefit Resources

To contact a vendor directly, see information below.

Benefit Plan	Vendor	Phone	Website
Flexible Spending Accounts (Health Care and Dependent Care)	P&A Group	866-916-3475	www.ncflex.padmin.com
Accident	Voya Financial	877-464-5111	Email: ncflex@lifehelp.com
Cancer	Allstate Benefits	866-232-1517	www.allstatebenefits.com/mybenefits
Critical Illness	Voya Financial	877-464-5111	Email: ncflex@lifehelp.com
COBRA for Dental	iTedium	877-679-6272	www.mycobra.info
COBRA for Vision	iTedium	877-679-6272	www.mycobra.info
TRICARE Supplement	Selman & Company	800-638-2610, Option 1	www.selmantricareresource.com/nc