

## Benefits Off-Boarding Summary

Reference this summary for contacts, coverage end dates, COBRA, continuation, and portability information.

**Disclaimer:** This document does not contain all the terms and conditions of the various programs. The appropriate plan document, rules and regulations apply.

<b>Insurance Benefits</b>			
<b>Type</b>	<b>Contact</b>		<b>Coverage end date</b>
<b>Health</b>	State Health Plan 1-888-234-2416 <a href="http://www.shpnc.org">www.shpnc.org</a>		If separating before the 16 <sup>th</sup> - Last day of the month of separation  If separating the 16 <sup>th</sup> or later - Last day of following month after separation  *COBRA - Contact iTedium at 877-679-6272
<b>NC Flex Insurance</b>	MetLife (Dental): 1-855-676-9441 EyeMed Vision Care: 1-866-248-1939 Allstate Benefits (Cancer/Critical Illness): 1-866-232-1517 Voya (Accident/TermLife/AD&D): 1-877-464-5111 <a href="http://www.ncflex.org">www.ncflex.org</a>		Last day of the month of separation (if full premium is collected), or last day of the prior month of separation (if full premium is not collected)  *COBRA - Contact Administrator at 855-889-6519 for Dental and/or Vision  Conversion/Portability - Contact other vendors
<b>NC Flexible Spending Accounts</b>	P & A Group: 1-866-916-3475 <a href="http://www.ncflex.org">www.ncflex.org</a>		Flexible Spending Accounts are eligible for use until the end of the month of separation or cancellation. Participants may submit claims for the entire month or use their card. A full deduction may be taken for the month of separation.  Options for continuation: *Health Care Flexible Spending Account may be continued through COBRA. Contact P&A Group 1-866-916-3475 for details. Dependent Day Care Flexible Spending Account cannot be continued.
<b>Other Life Insurance</b>	American United Life (AUL): 704-687-8134		Last day of the month of separation (if full premium is collected)  Contact UNC Charlotte Benefits Office for portability information
<b>Supplemental Disability</b>	Lincoln Financial (TSERS) 1-800-291-0112	The Standard (ORP) 1-800-331-3397	Date of separation

**\* COBRA, continuation, and portability information:**

Consolidated Omnibus Budget Reconciliation Act of 1985 allows certain employees and their dependents that would otherwise lose group coverage to temporarily continue coverage with the same plan. Letters are mailed to eligible employees and dependents with enrollment COBRA options for health, dental, vision and flexible spending accounts.

<b>Retirement Benefits</b>	
<b>Type and Contact</b>	<b>Information</b>
<p><b>Teachers and State Employees Retirement System (TSERS)</b></p> <p>State Retirement System: 1-877-627-3287 <a href="http://www.myncretirement.com">www.myncretirement.com</a></p>	<p>Contributions stop after eligible earnings and leave payout</p> <p><b>Options:</b></p> <ul style="list-style-type: none"> <li>• Leave funds on file</li> <li>• Request a refund – reference <a href="https://www.myncretirement.com/refunds">https://www.myncretirement.com/refunds</a> <ul style="list-style-type: none"> <li>○ ** General Statute 135-48.1(18) <a href="#">SL 2017-57</a> changed the eligibility for retiree health coverage. Reference note for important details.</li> </ul> </li> <li>• Apply for retirement (subject to eligibility)</li> </ul>
<p><b>Optional Retirement Program (ORP)</b></p> <p>Fidelity: Jared McVey, Agent 704-614-4167/<a href="mailto:jared.mcvey@fmr.com">jared.mcvey@fmr.com</a> <a href="http://www.netbenefits.com/unc">www.netbenefits.com/unc</a></p> <p>TIAA: Tamara Johnson Grate, Agent (704) 988-1456/<a href="mailto:tamjohnson@tiaa.org">tamjohnson@tiaa.org</a></p>	<p>Contributions stop after eligible earnings and leave payout</p> <p><b>Required form:</b> <a href="https://myapps.northcarolina.edu/hr/benefits-leave/retirement/orp/">https://myapps.northcarolina.edu/hr/benefits-leave/retirement/orp/</a>, under forms select ORP-3, complete and return to: UNC Charlotte Benefits Office at: UNC Charlotte   Human Resources-Benefits Office, #207 King Building 9201 University City Blvd.   Charlotte, NC 28223</p> <p><b>Options:</b></p> <ul style="list-style-type: none"> <li>• Leave funds on file</li> <li>• Withdrawn employee contributions (includes employer contributions if vested or if enrolled in a timely manner in a like retirement plan). <ul style="list-style-type: none"> <li>○ ** General Statute 135-48.1(18) <a href="#">SL 2017-57</a> changed the eligibility for retiree health coverage. Reference NOTE for important details.</li> </ul> </li> <li>• Apply for retirement (subject to eligibility)</li> </ul>
<p><b>Supplemental Retirement (403b, 401k, 457) UNC System 403b &amp; 457</b></p> <p>Fidelity: Jared McVey, Agent 704-614-4167/<a href="mailto:jared.mcvey@fmr.com">jared.mcvey@fmr.com</a> <a href="http://www.netbenefits.com/unc">www.netbenefits.com/unc</a></p> <p>TIAA: Tamara Johnson Grate, Agent (704) 988-1456/<a href="mailto:tamjohnson@tiaa.org">tamjohnson@tiaa.org</a></p> <p><b>NC Total Retirement 401k &amp; 457 – Prudential Retirement</b></p> <p>RobSipprell, Agent 919.583.2677/<a href="mailto:robert.sipprell@prudential.com">robert.sipprell@prudential.com</a></p>	<p>Contributions stop after leave payout</p> <p>Contact provider for options</p>

\*\* General Statute 135-48.1(18) [SL 2017-57](#) changed the eligibility for retiree health coverage. NOTE: If you withdraw, transfer or roll over your entire account from the ORP or TSERS to an individual retirement account (IRA) or another employer’s retirement plan, you will forfeit your right to retiree medical coverage provided by the State Health Plan. Also, if you leave employment and receive a refund on retirement contributions and are hired back after January 1, 2021, you will no longer be eligible for retiree medical coverage provided by the State Health Plan.

<b>Leave Benefits</b>	
<b>Type</b>	<b>Information</b>
<b>Vacation Leave:</b>	<p>Shall be paid in a lump sum (within three pay periods following the last regular paycheck), not to exceed 240 hours (pro-rated for part-time employees)</p> <p>May be exhausted if the employee elects to do so and is retiring (service or early)</p> <p>Exempt from the Human Resources Act (EHRA/formerly called EPA) positions – An employee in a position covered by these regulations who has accrued unused annual leave upon discontinuation of employment from the employing institution and who either does not elect or is not eligible to transfer such accrued leave to another State or local governmental agency, shall be paid for such unused annual leave. The amount paid to an employee who has been employed an aggregate of 24 months or less by one or more State or local governmental agencies is equal to one day for each month worked less the number of days of annual leave taken during the employment period. An employee who has been employed for more than 24 months shall be paid subject to a maximum of 30 such days.</p>
<b>Bonus Leave:</b>	<p>Eligible bonus leave (BONREG) in the time keeping and leave system will be paid in a lump sum (within three pay periods following the last regular paycheck), if the employee leaves state government, or the appointment type changes to a non-leave earning status (i.e. exempt, part-time, etc.). The special bonus leave (BONSPL), and Special Annual Leave Bonus (BONSAL) in the timekeeping and leave system do not have cash value and are therefore not paid out at separation.</p>
<b>Sick Leave:</b>	<p>Will not be paid out upon separation - balance held and can be reclaimed if returning to active service with any UNC constituent institution or State agency within 5 years</p>
<b>Community Service</b>	<p>Will not be paid out upon separation</p>
<p><b>Information for individuals transferring employment:</b> Contact the benefits office for details 704-687-8134</p>	

<b>Other Benefits/Deductions</b>		
<b>Type</b>	<b>Contact</b>	<b>Information</b>
<b>State Employee Credit Union (SECU)</b>	<p>State Employee Credit Union: (University/Hwy 49 Branch) 1-704-549-5822</p>	<p>Deductions stop the last pay-period after separation</p> <p>Contact the credit union to make any needed arrangements for loan/other expense payments</p>
<b>State Employees Association of North Carolina (SEANC)</b>	<p>State Employees Association of North Carolina (SEANC) 1-800-222-2758</p>	<p>Contact SEANC for continuation/cancellation of any deductions.</p>
<b>Liberty Mutual (Auto/Home Owners Insurance)</b>	<p>Larry F. Chester, LUTCF Executive Sales Representative (704) 549-8944 (ext. 57368)   <a href="mailto:larry.chester@libertymutual.com">larry.chester@libertymutual.com</a></p>	<p>Contact the representative for options</p>

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