



RETIREMENT CHECKLIST

Employee Name _____

College _____

Last Day of Work _____

DOH _____

Bargaining Unit

VSC UP PAT VSC UP SUP Faculty

VSC Staff Federation Non-Bargaining Unit

Vacation Payout # of Days _____

Last Paycheck Date _____

Current Benefits

Dependent Care Health/ Mental Health Humana

Supplemental Life

Flex spending note: Please note that according to IRS regulations, you will have 60 days from the date you retire to request reimbursement for any eligible expenses incurred prior to your retirement date.

Continuing Benefits- EAP is not offered to retirees

Health/ Mental Health Dental Life (\$10,000.00)

Health Insurance Plan: Open Access Plan (OAP)

Medicare Primary CIGNA PPO Plan

IMPORTANT INFORMATION

When you become eligible for Medicare, you will become eligible for the VSC Health Insurance Plan for Retirees age 65 and older. This plan is a Medicare Primary plan and requires you (and your spouse) to have both parts Medicare A and B if over 65. You will receive information directly from Social Security regarding enrollment in these programs. Please make sure you enroll before your 65th birthday. There are penalties associated with late enrollment. Please see the attached for more information.

Spouse or Civil Union Partner

Name: _____ Date of Birth __ / __ / _____

Social Security Number (Required) _____ - _____ - _____

Dependents

Name: _____ Date of Birth __ / __ / _____

Social Security Number (Required) _____ - _____ - _____

Name: _____ Date of Birth __ / __ / _____

Social Security Number (Required) _____ - _____ - _____

Name: _____ Date of Birth __ / __ / _____

Social Security Number (Required) _____ - _____ - _____

Name: _____ Date of Birth __ / __ / _____

Social Security Number (Required) _____ - _____ - _____

If Applicable

Contribution Required: \$ _____

Beginning on: _____

Retirement Funds

Information on withdrawing funds should be addressed directly to TIAA CREF at www.tiaa-cref.org or by phone at 1-800-842-2252.

Beneficiaries

As a reminder, please be sure to update and/or confirm beneficiary information for your retirement funds and life insurance.

VSC Retirement Benefit 403 (b) 457 (b)

Please be sure to advise us of any changes in your contact information should we have a need to be in touch with you in the future. **PHSYCIAL ADDRESS NEEDED.**

Address: _____

Address: (if different than physical) _____

City _____ State _____ Zip Code _____

Phone: _____ Email: _____

College Property

P-Card

Keys

Uniforms

Electronic Devices

Notification to IT to terminate services Date: _____

Employee Signature _____ Date _____

HR/Payroll Representative _____ Date _____

Summary of VSC Benefits for Eligible Retired Employees

NOTE: In all cases, the appropriate forms, policies, certificates and general information regarding life, medical and dental insurance benefits is available online at: <http://www.vsc.edu> Under the Faculty & Staff drop down or through your College Human Resources Office and Office of the Chancellor.

Community College of Vermont

Kasey Warner, Director of Payroll & Employee Services– Kasey.warner@ccv.edu --- (802)828-2820

Bo Finnegan, Director of Human Resources --- Bo.finnegan@ccv.edu --- (802)828-2816

Castleton State College

Nell Ellis, Director of Payroll & Employee Services --- Nell.ellis@castleton.edu --- (802)468-1152

Janet Hazelton, Director of Human Resources – Janet.hazelton@castleton.edu – (802)468-1207

Johnson State College

Sandra Duffy, Director of Payroll & Benefits – Sandra.duffy@jsc.edu --- (802)635-1214

Lyndon State College

Cindy Robertson, Director of Payroll & Employee Services-Cynthia.robertson@lsc.vsc.edu - (802)626-6461

Sandy Franz, Director of Human Resources --- Sandy.franz@lsc.vsc.edu --- (802)626-4865

Vermont Technical College

Kelly Rue Riso, Director of Payroll & Employee Services – Kriso@vtc.vsc.edu- (802)728-1211

Pam Ankuda, Director of Human Resources --- Pankuda@vtc.vsc.edu --- (802)728-1530

Office of the Chancellor

Ashley Kellett, Assistant Director, HR – Ashley.kellett@vsc.edu –(802)224-3017

Nancy Shaw, Director of Human Resources --- Nancy.shaw@vsc.edu --- (802)224-3011

Tracy Sweet, VSC Director of Payroll & Benefits --- Tracy.sweet@vsc.edu --- (802)224-3019

CIGNA Medical Insurance

Retirees who meet criteria for years of service will receive continued medical coverage under CIGNA. Retirees who are under age 65 and reside in the state of Vermont will have coverage under the CIGNA Open Access Plan (OAP) or the CIGNA Healthy Saver plan (HDHP).

Retirees **age 65 and older** will be enrolled in the Medicare Primary CIGNA PPO Plan. This plan is administered by Medicare and CIGNA and requires

that you be enrolled in both Parts A & B of Medicare. You do not need to enroll in Part D. All claims need to be submitted by your provider to Medicare first and then to CIGNA.

Medicare Part A = Major Medical Coverage (hospital visits)

Medicare Part B = Routine Care (Doctors visits)

You will receive information from the U.S. Social Security Administration on enrolling in Medicare A and B. Please make sure that you take the steps necessary to enroll just before your 65th birthday in order to avoid delayed enrollment and/or higher premiums. You will be responsible for the premium for part B.

If a retired employee reaches age 65 prior to their spouse, the spouse will be converted to the CIGNA Split Eligibility Branch. This conversion will ensure that one's spouse continues their current enrollment in their plan until they too reach age 65 and are enrolled in the Medicare Primary CIGNA PPO Plan.

CIGNA HealthSprings Prescription Drugs

For **non-faculty** retirees -65/+65, co-pays for prescription drugs will remain the same at \$10 for generic and \$20 for brand name. For **faculty** members -65/+65, co-pays remain the same at \$10 for generic, \$25 for preferred name-brand and \$50 for non-preferred name brand.

Retirees may continue to purchase prescriptions at your local pharmacy and maintenance drugs through TelDrug. There are certain prescription drugs (like nebulizers) and durable medical equipment items (including diabetic strips) that are covered under the **medical** portion of your plan rather than the pharmacy portion. Most pharmacies are not able to bill CIGNA under the medical (Part B) portion of your plan. If this is true for your pharmacy you will need to get these types of supplies through a supply company (APRIA for durable medical supplies and TelDrug for diabetic test strips). If you have any concerns with medications you are currently taking please phone the number listed above and a representative will be able to help.

CIGNA Dental Insurance

Retirees who meet criteria for years of service will receive continued dental coverage under CIGNA.

There is a \$50 individual or \$150 family annual deductible for dental expenses.

The maximum covered expense for services such as fillings, root canals, Periodontics, crowns, extractions, dentures and bridgework is 50% of the "reasonable and customary" charge after the deductible is met. There is a \$750 per person maximum benefit for covered dental expenses.

The Standard Life Insurance - \$10,000

Eligible retirees receive \$10,000 in life insurance. In the event of death the beneficiary must contact the HR or Payroll and Benefits office immediately.

Retirement Income Plans

Vermont State Colleges offers employees a retirement plan through TIAA-CREF, which provides employees with a lifetime income after retirement. Some VSC retirees have remained in the Vermont State Employees Retirement System, which VSC used prior to 1978.

The amount of income an employee receives after retirement is determined by a number of factors, including: the amount of money accumulated in the plan; the age of the employee upon retirement; and the method of payment selected at the time of retirement.

A retiree must contact TIAA-CREF directly for information relating to their policy and investments. Information is available online at: <http://www.tiaa-cref.org> or 1-800-842-2252.

Vermont State Employees Retirement System information can be obtained from the State of Vermont, Retirement and Social Security Division at (802) 828-2305.

Tuition Waiver

You and/or your spouse and dependents may be eligible for continuing tuition waiver benefits. Please see the appropriate Bargaining Unit Agreement or Personnel Handbook for details.