

**BENEFITS INFORMATION FOR EXITING EMPLOYEES
DEPARTMENT OF HUMAN RESOURCES
EAST CAROLINA UNIVERSITY**

The following information is provided regarding any benefits you were enrolled in during your employment with East Carolina University. This is a general listing of all the available plans. You should check your paycheck stub to verify the plans in which you are participating. Benefits Counselors are available to assist you in reviewing your options for each plan. For assistance, please contact the counselor for your division as listed below:

Becky Vaughn, vaughnr@ecu.edu
Director of Benefits, Representative for Chancellor's Division
Office: 252/328-9887, 252/328-9825
Fax: 252/328-9918

Rhonda Anderson, andersonr@ecu.edu
Benefits Counselor for Academic Affairs
Office: 252/328-9889
Fax: 252/328-9918

Dianne Henderson, hendersondi@ecu.edu
Benefits Counselor for Administration & Finance, Athletics, Institutional Advancement, REDCE, School of Nursing, Student Life
Office: 252/328-9924
Fax: 252/328-9918

Lee Ann Goff, goffle@ecu.edu
Benefits Counselor for Health Sciences
Office: 252/328-9845
Fax: 252/744-2085
Address: ECU, Brody School of Medicine, Rm 2E-67, Greenville, NC 27858

1. ***Teachers' and State Employees' Retirement System.*** It takes five years of membership to be vested in this program. Options available regarding contributions remaining in the account:
 - a) Leave funds deposited in the system. If you return to work with the State in the future, this time will count towards your benefit at retirement. You may be eligible for a monthly benefit as a retiree in the future according to the regulations in the State Retirement Handbook.

- b) Withdraw your funds. This would eliminate your credit for State employment for retirement credits. Should you return to work with the State, this credit could be purchased at the full cost to the employee after five years of active service. There are tax penalties for early withdrawal according to Internal Revenue Service regulations.
- c) Rollover to an Individual Retirement Account (IRA). The money can be rolled over to an IRA account. This would eliminate penalties being applied, however, would also eliminate your credit for State employment for retirement credits.

You must be vested in the account to receive the return of interest on your account. You will not receive the University's contributions under any circumstances when withdrawing or rolling your funds at termination. Should you desire to withdraw or rollover your funds to the IRA account, a Form 5- "Application for Refund of Retirement Contributions" must be completed. In order to do a rollover, a form from the institution you will be doing the rollover to should be provided with the Form 5. The form from the institution you will be doing the rollover to is needed to show that the institution will accept the funds and who the check should be made payable to. When doing the rollover, the State Retirement System will send the check to you once issued for the IRA account and you then forward it to the appropriate institution. This allows you to know that the transaction has transpired.

2. **Health Insurance Coverage (State Health Plan Indemnity or PPO).** Upon termination of employment, an employee is allowed at full cost to continue health insurance coverage for 18 months. The insurance carrier will notify you directly. This generally takes at least two months from the termination date and the employee will be billed retroactively for all premiums.
3. **Blue Cross Blue Shield Post-Tax Dental Plan.** Upon termination of employment, you may continue coverage for 18 months. The Doug Sutton Agency, as the administrator of this plan, will notify you of this offer. Should you have any questions, please call Doug Sutton Agency at 1-800-788-7771.
4. **401 (k) Accounts.** Please contact Prudential as the administrator of this plan if you have any questions regarding your account at 1-866-627-5267.
5. **403(b) Supplemental Retirement Accounts.** The individual company must be contacted regarding your funds.
6. **Deferred Compensation (457 Plan).** Please contact Great West if you have any questions regarding your account at 1-800-672-4535, ext. 112.

7. ***Investors Consolidated Group Life Plan, Cancer Coverage and Disability Coverage.*** These plans terminate at separation of employment if you do not notify benefits that you would like to continue coverage if applicable. If retiring, the option may be available for a paid up policy under the life insurance plan. You may also continue coverage under the disability plan contingent on new employment. The Benefits Section will assist you in completing paperwork for application of a paid up policy
8. ***SEANC Life Insurance Plans.*** Coverage may be continued but this is handled with the carrier. Call Transamerica at 1-800-248-7496.
9. ***Liberty Mutual Disability Insurance.*** This insurance terminates upon separation of employment.
10. ***NC Flex Dental Insurance, Vision Insurance, Accidental Death and Dismemberment Insurance, Group Life Insurance and Cancer Insurance.*** Upon termination of employment you may continue coverage for 18 months under the COBRA regulations for dental and vision insurance. The appropriate carrier will make this offer to you. You may continue coverage on an ongoing basis for accidental death and dismemberment, group life, and cancer insurance. For further information and to complete the necessary continuation forms, contact the Benefits department.
11. ***NC Flex Health Care or Dependent Care Spending Accounts.*** Please contact AON Consulting at 1-877-371-2926 with any questions regarding these accounts.
12. ***Group Home and Auto Insurance with Liberty Mutual.*** Upon termination of employment, coverage may be converted to a private policy at an increased cost. Contact a representative at 800-662-7056 x214 for continuation of coverage.