Teachers’ and State Employees’ Retirement System (TSERS)

A member becomes vested in TSERS after completing a minimum of five years of membership service. This means that the member will be eligible to apply for lifetime monthly retirement benefits based on age, service requirements and the formula described in this manual, as long as the member does not withdraw his or her contributions.

1) **Leave funds deposited in the system.** A member who leaves employment before early or service retirement may receive a deferred benefit at a later date once the member has met all retirement eligibility requirements provided he or she does not withdraw his or her contributions. The State Retirement Handbook is available online at [www.myncretirement.com](http://www.myncretirement.com).

2) **Withdraw your funds.** This means you are forfeiting your years of membership service and the rights associated with that service. This would eliminate your credit towards State employment for retirement. Should you return to work with the State, this credit could be purchased at the full cost to the employee after achieving vested status. There are tax penalties for early withdrawal according to Internal Revenue Service regulations.

3) **Rollover to an Individual Retirement Account (IRA).** Your contributions in the Retirement account can be rolled over to an IRA account. This would eliminate penalties being applied; however, would also eliminate your credit for State employment toward retirement credits.

You will receive a refund of your six percent contributions, plus four percent interest, not any other contributions made to the Retirement Systems on their behalf. 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 an 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.
Optional Retirement Plan (ORP)

You are vested after 5 years of membership in this program. When you depart from the University, you need to complete an ORP-3 form to indicate your plans for this account. Options upon departure from the University include:

1) Leave the funds deposited in the system. Your funds continue to be invested but you lose the ability to be able to contribute additional funds to this account.

2) Withdraw your funds. Once you depart from employment, you always have the option to remove your funds (or whatever your funds equate to at that time based on your investments). If you are vested, you will be eligible to remove your contributions as well as the University's contributions. You will have to pay taxes and any applicable withdrawal penalty.

3) Roll funds to a "like-plan". If your subsequent employer (within 12 months of your departure) is another University of higher education or hospital that offers a "like-plan", you are able to roll your contributions and the University's contribution into this new "like-plan". This is the only way to roll over the University's contributions prior to completing the 5 year vesting period. If not vested and do not roll the funds into a "like-plan" within 12 months of departure, you forfeit the University's contributions.

HEALTH INSURANCE COVERAGE (State Health Plan PPO)

Upon termination of employment, an employee is allowed, at full cost, to continue health insurance coverage for 18 months under COBRA. 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. If you work over half the working days in the month your SHP will terminate the last day of the following month. If you work less than half of the working days in the month your SHP terms at the end of the current month. If contributions began to TSERS or ORP prior to 10/1/2006, you are under the 5 year rule for health insurance as a retiree. If contributions began to TSERS or ORP after 10/1/2006, you are under the 20 year rule for health insurance. You must be in receipt of a retirement benefit from TSERS or ORP to be eligible for the retiree health insurance.

BLUE CROSS BLUE SHIELD POST-TAX DENTAL PLAN

Upon termination of employment, you may continue coverage for 18 months. Doug Sutton Agency, administrator of the plan, will notify you of this offer. Should you have any questions, please call Doug Sutton Agency at the toll-free number 1-800-778-7771.

401(k) and 457 Deferred Compensation Accounts

Please contact Prudential as the administrator of these plans if you have any questions regarding your account. Their toll-free number is 1-866-627-5267

403(b) Supplemental Retirement Accounts

The individual company must be contacted regarding your funds:
- Fidelity – Michael Kitto – michael.kitto@fmr.com – 1-800-343-0860 or Eric Svenson – eric-svenson@fmr.com – 1-919-452-6980
- TIAA – Alex Richani – alexander.richani@tiaa-cref.org – 1-919-687-5228

Investors Consolidated Group Life Plan, Cancer Coverage and Disability Coverage

These plans terminate at separation of employment. 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. You must contact Investors Consolidated directly to inquire about completing application of a paid-up policy. They can be reached at 1-800-672-4535.

SEANC Life Insurance Plans

Coverage may be continued but this is handled through the carrier. Call Transamerica at 1-800-248-7496

Liberty Mutual Disability Insurance

This insurance terminates upon separation of employment.
NCFlex Dental, Vision, Accidental Death & Dismemberment, Group Life 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 on-going basis for accidental death and dismemberment, group life and cancer insurance. If you work over half the working days in the month your NC Flex Benefits will terminate the last day of the current month. If you work less than half of the working days in the month your NC Flex Benefits will term at the end of the previous month.

NCFlex Health Care or Dependent Care Spending Accounts

These Benefits end on your last day of work. You may contact P&A Group at 1-866-916-3475 with any questions regarding these accounts.

Group Home and Auto Insurance with Liberty Mutual

Please contact Liberty Mutual directly at 1-800-662-7056 with any questions regarding these accounts.

For more Benefits information, please visit our website at:

http://www.ecu.edu/cs-admin/hr/