

HELPFUL CONTACTS

The following contact information and agencies may provide you with more information regarding your specific situation.

AARP: 717-238-2277

www.aarp.org

Caremark: 1-800-378-7040

www.rxrequest.com

Fidelity Investments: 1-800-343-0860

www.fidelity.com

HealthAmerica/HealthAssurance:

1-800-788-8445

www.healthamerica.cvty.com

Medicare: 1-800-633-4227

www.medicare.gov

Medigap Insurance Policies:

717-787-2317/1-877-881-6388

Office of Aging: 717-240-6110

Social Security Administration:

Local Office:

200 S. Spring Garden Street

Carlisle, PA 17013

717-243-0085/1-800-772-1213

www.ssa.gov

TIAA/CREF: 1-800-842-2888

www.tiaa-cref.org



This brochure is designed to summarize specific programs provided by Dickinson College. It does not include all of the details. In case of any conflict of information, official plan documents will govern.

Please contact HR Services at 717-245-1503 or e-mail <hrrservices@dickinson.edu> for more information or with any questions or concerns.

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Human Resource Services

P. O. Box 1773

55 N. West St.

Carlisle, PA 17013

Phone: 717-245-1503

Fax: 717-245-1785

E-mail: hrrservices@dickinson.edu



Dickinson College

As You Leave Dickinson



Leaving Dickinson College

We wish you all the best... Whether you are resigning or officially retiring, this brochure will help you with the transition.

Before you leave the College, please remember to turn in your keys, identification card, and any uniforms or other College property to your supervisor or Department Head.



If at the time you leave the College you are currently participating in any of the following, please note accordingly.

403(B) INVESTMENTS

Participants in the College's retirement plan, are 100 percent vested with TIAA-CREF and/or Fidelity. Annuity income from your retirement account may begin as early as age 59 ½ but must start by age 70 ½. For more information regarding distribution, rollovers or loans contact TIAA-CREF at 1-800-842-2888 or Fidelity at 1-800-343-0860.

INSURANCE (AND COBRA)

Medical, dental, and/or vision insurance coverage will end on the last day of the month that you physically work. You and your covered dependents are eligible to continue your benefits through COBRA for 18 months or until you are eligible for Medicare (age 65), whichever occurs first. You will receive information regarding this continuation coverage and payment options directly from Ceridian Services (current COBRA rates are listed on <http://www.dickinson.edu/hrservices/benefits.htm>). Please be sure we have your current mailing address.

LIFE INSURANCE

You may obtain an individual life insurance policy with The Standard Insurance Company. In order to take advantage of this opportunity you must complete an application and premium payment within 31 days of your separation/termination. To obtain the appropriate forms to apply for this benefit or if you have questions regarding this program please contact Human Resource Services at 717-245-1503.

RETIREMENT

For Support Staff and Administrative employees, retirement status is attained if you have 10 years of service beyond age 50 OR 20 years of service and have reached the age of 55. (The normal retirement age for Faculty is age 65, but there is no mandatory retirement age.)

If you satisfy the above noted retirement status:

- **Medigap Supplement** – In addition, if you satisfy the above noted retirement status and are enrolled in single or two-person health insurance coverage prior to your termination at Dickinson, at age 65, you may be eligible to receive a yearly payment to help you with your supplemental insurance needs. This payment is not guaranteed but is reviewed annually by the Board of Trustees for approval. If you are eligible, you will receive additional information at a later date.
- **Tuition Assistance and/or Tuition Remission** – Upon retiring from the College, Tuition Assistance and/or Tuition Remission support (for eligible dependents) continues with the contribution of the college based on years of service. For each two years of service, one year of assistance and/or remission is given per child.

Emeriti – If you are age 35 or older with at least five years of service any contributions made by the college for you to the Emeriti program are vested. Once you reach age 65 you will have an opportunity to purchase supplemental insurance through this program at a group rate. You will also be able to use funds in this account for insurance premiums or for health related expenses. Please be sure to list your spouse as a beneficiary so they will be able to access these funds as well. (Call 1-866-363-7484, ask for general information and speak with a representative).

Professional Development & Wellness Events – You may continue to participate in Professional Development and Wellness events. Registration and applicable fees are required. Please consult the Professional Development and Wellness calendar, or the Compass for events of interest.

Library and the Kline/Fitness Center – The Library and Kline Center/Fitness Center privileges continue throughout retirement.

Other Benefits:

Flexible Spending Account – If you have funds remaining in your account at termination you may submit your receipts for reimbursement providing the dates of service are not after the last day you physically worked for the college. The amount of reimbursement will equal the amount that you have contributed through payroll deduction up to your separation date.

MetPay – Contact MetLife at 1-800-GET-MET8 (1-800-438-6388) to advise them that you are leaving Dickinson's employment and will no longer be eligible for payroll deduction. If you meet the College's retirement requirements, you will still be eligible for their group rate.

Long Term Care – John Hancock will be notified and will provide you with billing and payment options. If you have questions please call John Hancock at 1-800-711-9407).

Home Buyers – Your \$2,000 forgiveness loan will be forgiven in increments of 1/60 per month from the anniversary date of the home purchase over a five-year period. The entire sum is forgiven after five years of home ownership. Any un-forgiven amount of the loan is due and payable within 60 days of termination of employment. The unpaid balance due on the up-to-\$5,000 deferred loan is also due and payable within 60 days of termination of employment.

Additional Information

Address Changes – If you are moving or planning to move please be sure to provide Human Resource Services with your new address. Federal regulations do not allow the Postal Service to forward W-2 or COBRA information.

Final Pay – Your final pay will be issued in the same manner as your previous pays (direct deposited to your financial institution). Your last day worked is the actual last day that you physically work. Vacation, floating holiday and sick time do not constitute as work time when leaving the college. If you are leaving the College with more than one year of service and have given at least two weeks notice, you will be paid for any earned, unused vacation. This will be included in your final pay. Unused floating holiday and sick days are not paid.

Exit Interview – Before your last day worked, you may schedule an exit interview with Human Resource Services to discuss your personal scenario towards the topics mentioned in this brochure and to provide feedback regarding your employment that may assist us in filling your vacancy.