

As You Leave Dickinson



LEAVING DICKINSON COLLEGE

We wish you all the best! Whether you are resigning or officially retiring, we hope this 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 manager. 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 and/or Fidelity. Annuity income from your retirement account may begin as early as age 59 ½ but must start by age 73. For more information regarding distribution, rollovers or loans contact [TIAA](#) at 800-842-2888 or [Fidelity](#) at 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 WageWorks (current COBRA rates are listed at dickinson.edu/insurancebenefits). Please be sure we have your current mailing address.

LIFE INSURANCE

You may be eligible to convert or port your basic and optional life coverage(s), unless you are retiring from the college. You must complete an application and apply for these options within 31 days of your coverage termination. To obtain an application, please contact Human Resource Services. If you have any questions, Reliance Standard representatives are available to assist you at (800) 351-7500 Monday through Friday between 8 a.m. and 7 p.m. (ET)

* Faculty coverage will end at the completion of appointment.


RETIREMENT

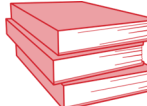
To attain retired status, an employee must meet one of the following criteria:

- Be age 60 with at least 10 years of service OR
- Have 20 years of service and have reached the age of 55

If you satisfy the above noted retirement status:

Retiree Healthcare Savings Plan—Contributions made by the college for you to the Retiree Healthcare Savings Plan are vested after five years. You will be able to use funds in this account for insurance premiums or for health related expenses in retirement. Please be sure to list your spouse as a beneficiary so they will be able to access these funds as well. (Call 877-554-1004, weekdays from 8 a.m.-10 p.m. (ET) for assistance or questions.

Tuition Assistance and/or Tuition Remission—Upon retiring from the College, Tuition Assistance and  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.

Professional Development & Wellness Events—You may continue to participate in Professional Development and Wellness events. Registration and applicable fees are required. Please consult [Vitality](#) or [Dickinson Today](#) for events of interest. 

Library, Kline/Fitness Center, Email—The Library and Kline/Fitness Center privileges continue throughout retirement. Contact the [help desk](#) regarding email privileges.



OTHER BENEFITS

Flexible Spending Account—If you have funds remaining in your account at termination you may submit your receipts for reimbursement within 31 days of termination 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. Your benefits card will not work after your last day.

Farmers Insurance—Contact Farmers Insurance at 800-438-6381 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—You will be notified and provided with billing and payment options. Please contact the provider.

Home Buyers—Your 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 unforgiven amount of the loan is due and payable within 60 days of termination of employment. The unpaid balance due on the 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—You have received an email containing a link to your exit interview questionnaire. Please complete the questionnaire at your earliest convenience. As part of the process, you will have the option to request a one-on-one exit interview if you wish to discuss your feedback in more detail.

HELPFUL CONTACTS

AARP: 717-238-2277

aarp.org

Meritain Health - an Aetna Company

800-925-2272

meritain.com

OptumRx (Prescription)

800-382-0754

optumrx.com

TIAA Retiree Healthcare Savings Plan

877-554-1004 | tiaa.org

Select from the following prompts:

Option 1: to discuss your TIAA account balance, asset allocations or claims activations

Option 2: to speak with an **Optum Financial representative** for claims processing, using your healthcare debit card, or eligible expenses

Medicare Transition Services:

844-936-4205 (TTY: 711)

medicaretransitionservices.com

MyRetiree Health

888-787-8945

myretireehealth.net/retiree

VIA Benefits

833-858-1651

discover.viabenefits.com/Dickinson

Fidelity Investments

800-343-0860

fidelity.com

Medicare

800-633-4227

medicare.gov

Office of Aging:

717-240-6110

Social Security Administration:

200 S. Spring Garden Street Carlisle, PA 17013

717-243-0085, 866-635-0507

ssa.gov

TIAA

800-842-2252

tiaa.org



*This is a summary of specific programs provided by Dickinson College. It does not include all details. In case of any conflict of information, official plan documents will govern. Scan the QR code for more information or contact **Human Resource Services** at 717-245-1503 or email hrservices@dickinson.edu with any questions or concerns.*