

# Dickinson College

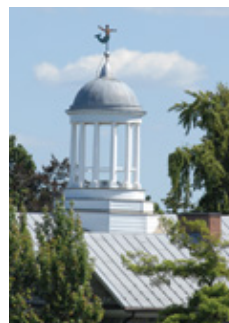
## As You Leave Dickinson

### Leaving Dickinson College

We wish you all the best... Whether you are resigning or officially retiring, we hope 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 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 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 on [www.dickinson.edu/insurancebenefits](http://www.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). Note that retirement is not eligible for Portability. 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 1 (800)-351-7500 Monday through Friday between 8 a.m. and 7 p.m. Eastern Time.

*\* 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:*

**Emeriti Supplement** – If you satisfy the above noted retirement status and are enrolled in single or two-person medical 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.

**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).

**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 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** – 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.

## 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](http://www.aarp.org)

**Meritain Health - an Aetna Company**  
800-925-2272 *Customer Service*  
[www.meritain.com](http://www.meritain.com)

**OptumRx (Prescription):** 800-382-0754  
[www.optumrx.com](http://www.optumrx.com)

**Emeriti Retirement Health Solutions:**  
866-363-7484  
*Select from the following prompts:*

1. Aetna specialists who work with Emeriti health plans, Aetna drug specialists
2. CBIZ specialists who enroll retirees into the Emeriti insurance, assist with and process reimbursement claims
3. TIAA specialists who can move assets to the Money Market account, update address changes for retirees who have left the institution  
[www.emeritihealth.org](http://www.emeritihealth.org)

**Fidelity Investments:** 800-343-0860  
[www.fidelity.com](http://www.fidelity.com)

**Medicare:** 800-633-4227  
[www.medicare.gov](http://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, 866-635-0507  
[www.ssa.gov](http://www.ssa.gov)

**TIAA:** 800-842-2888  
[www.tiaa.org](http://www.tiaa.org)

# Dickinson

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 Human Resource Services at 717-245-1503 or email [hrservices@dickinson.edu](mailto:hrservices@dickinson.edu) for more information or with any questions or concerns.

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