

Clerical Secretarial Retirement Benefit Overview

Eligible for benefits at age 50 w/ 10 years of service

Medical Coverage – COBRA only

Clerical Secretarial employees are **not eligible** for EMU retiree medical coverage. However, at time of retirement, you may choose to continue your medical coverage for yourself and your dependents through COBRA. COBRA is a federal law which generally allows you continuation of coverage, **at your own expense, paying the full COBRA rate** for up to 18 months, unless there are other circumstances as defined by DOL. You are not required to elect COBRA for all your covered dependents and can choose who remains covered.

Employees and their dependents remain on the active employee medical plan until the end of the month during which they choose to retire. Thus, COBRA Medical Coverage comes into effect on the first day of the following month. Proper arrangements must be made with the Benefits Office as soon as possible. Please see COBRA rates below:

2019 COBRA MEDICAL RATES				DENTAL
Coverage	MONTHLY PREMIUMS			MONTHLY
	BCBS PPO Option 5	Simply Blue (High Deductible)	HMO - Blue Care Network	All groups
Single	\$815.89	\$549.76	\$607.05	\$38.05
Two Person	\$1,958.11	\$1,319.44	\$1,456.96	\$71.90
3 to 4	\$2,447.65	\$1,649.32	\$1,821.19	\$134.64
5 or more	\$2,814.80	\$1,896.71	\$2,094.37	

Blue Cross Blue Shield: 800-322-4447, Blue Care Network: 800-662-6667

Delta Dental: 800-482-8915

Dental Coverage - COBRA

Employees can keep their dental coverage for themselves and their dependents through the end of the month in which they retire free of cost. On the first day of the following month, they can elect to continue their current coverage under COBRA for themselves and any covered dependents at time of retirement. COBRA coverage is provided **at employee's own expense and at the full COBRA rate for up to 18 months** (see rate chart above), unless there are special circumstances, as defined by DOL. Proper arrangements must be made with the Benefits Office

Important Notations about COBRA:

- If you voluntarily cancel your COBRA medical or dental coverage at any time or if coverage is cancelled for non-payment, you will not be permitted back into the plan(s).
- COBRA notice will be provided to you within 14 days after your notice of your retirement is processed
- You may decide to only continue COBRA medical or dental coverage for certain dependents on your current plan(s) and are not required to purchase it for everyone on your plan. Please inform the Benefits Office if you wish to pursue this option and we will adjust your COBRA enrollment accordingly.

How to Make Payment for Retiree Medical and Dental Coverage

Cobra is processed through our vendor: BASIC. Please contact 800-444-1922 (COBRA)

Basic Life and Supplemental Life Insurance

EMU retirees are automatically granted a \$7,000 basic life insurance policy, effective on the date of retirement, at no cost. Please be sure to have current beneficiary information on file at all times.

In addition, you may have the option to convert your basic life insurance and any supplemental life insurance as an active employee to an individual policy within 31 days of retirement, without a medical exam. You will be responsible for the full cost of such policy and will have to coordinate with Aetna directly on this (for basic life coverage, you can convert the entire amount, less \$7,000). Call Aetna at 800-882-8395 within 31 days of retirement to make an informed decision and obtain assistance with conversion rates.

Flexible Spending Account

Your Flexible Spending Account will terminate upon date of retirement. Reimbursement for services incurred before that date will be honored provided you submit reimbursement requests with eligible receipts within 90 days of your termination date. You may be eligible to continue your FSA through COBRA for the remainder of the calendar year, if you so choose. The Benefits Office will determine your eligibility for continuation of FSA under COBRA and send information in the mail, if applicable. BASIC contact information for FSA: 800-444-1922.

Vacation and Sick Time Payout

If you have unused, accrued vacation hours upon retirement, they will be paid out to you in full as long as you have been an EMU employee for at least 1 year. Retiree must be age 50 or older, with 10 years of service, and have hired prior to July 1st, 2016 in order to receive a 50% payout of any unused, accrued sick time.

Retirement Plans (TIAA and MPSERS)

TIAA: If you have a TIAA account, contact TIAA directly to inquire about rollovers or distributions at 1-800-842 2776, or visit www.tiaa.org for more information.

MPSERS: If you have MPSERS, contact the Office of Retirement Services directly at 1-800-381-5111 to inquire about specific retirement benefits and options available to you. You may also visit www.michigan.gov/orsschools to register for "miAccount" and apply for retirement electronically. If you are part of MPSERS, at time of retirement, your EMU benefits will end at the end of the month in which you retire so you can take advantage of MPSERS-provided health benefits.

Benefits Office Contact Information: 734-487-3195 or email: hr_benefits@emich.edu