



## Leaving City Employment

We understand leaving employment can be a big change. This packet includes important information regarding your benefits and details regarding your employment separation. Please contact Human Resources if you have questions; see our contact info on page 4.

### Final Pay

Your final paycheck will be direct deposited if that is what you currently have set up. Payroll will mail your final pay statement. Your final pay will be paid on the next regular payday and will include:

- Any hours you may have worked that were not previously paid.
- Any remaining vacation, compensatory time and holiday banked hours for Public Safety Employees, and safety hours (if any) will be paid out at your current rate of pay.
- Sick hours are only paid out if you are retiring. However, if you return to work with the City of Chandler in a regular, budgeted position within two years from the date of your separation, your sick hours balance will be reinstated.
- All regularly scheduled deductions will be taken, such as federal and state taxes, Medicare, ASRS/PSPRS contributions, deferred compensation contributions, union dues, as well as your insurance and other deductions. Note that your insurance deductions will be adjusted to ensure your coverage through the end of the month.
- If you received tuition reimbursement during the 12 months prior to your separation the full amount must be paid back to the City and may be deducted from your final check. If the full reimbursement amount is not paid prior to your separation or on your final paycheck, then a payment plan will be established.

### Accessing Pay Stubs and W-2s

Your access to Oracle Employee Self-Service ends immediately after your last day. You will not be able to make changes to your personal information, view pay statements or access your W-2s after employment ends. Please save all past pay statements and W-2s before your last day.

Your W-2 will be mailed to the home address we have on file. If you need to update your address with us, please contact the HR department. To request copies of pay statements or W-2s please contact Payroll. Contact info for HR and Payroll can be found on page 4.

### Employment Verifications

For employment verifications, the City of Chandler uses The Work Number® from Equifax to help provide automated income and employment verifications. If you need any type of employment verification contact them directly, their contact info is provided in the chart on page 4.

# BENEFITS

## Medical, Dental and Vision Plans

Chandler medical, dental, and vision insurance will end on the last day of the month in which you are employed. Deductions will be adjusted to ensure your coverage through the end of the month.

## COBRA

You have the option to continue your medical, dental, and vision insurance coverage (typically up to 18 months) through COBRA. You may elect to continue some or all the coverages you were enrolled in at the time of separation. You will receive a COBRA information packet in the mail from Flexible Benefit Administrators (FBA). If you elect to continue any of your coverage, it will be your responsibility to complete your enrollment and submit your payments timely to FBA. If you do not receive a packet from FBA within 30 days of your separation, please contact Human Resources. Additionally, you can also continue the following benefits through COBRA:

- HealthCare Flexible Spending Account (FSA)
- Employee Assistance Plan (EAP)

## Flexible Spending Accounts (FSA)

If you have funds available in your **Health Care Account** (HCFSA), submit receipts for expenses incurred prior to your termination to be reimbursed for funds remaining in your account up to your annual election for 90 days from the end of the Plan Year. However, if you have money left in your HealthCare Account and do not have receipts for expenses incurred prior to your termination, you cannot be reimbursed for the money remaining in your account, unless you elect to enroll in COBRA (see the enrollment packet mailed to you from FBA). You may continue making contributions to and receiving reimbursements from your FSA if you elect to continue your FSA under COBRA. Contributions after employment are made on a post-tax basis because they are not deducted from a paycheck. You will have until March 31 of the following year to submit reimbursements requests for expenses incurred during the calendar year while under COBRA. If you do not continue your FSA under COBRA, your access to your funds ends on the last day of the month in which you are employed.

Your **Dependent Care Account** (DCFSA) functions differently. If you have funds remaining, this money will be reimbursed to you if appropriate receipts are submitted. You can receive reimbursement for expenses incurred during the Plan Year if receipts are submitted within the Plan Year and before the end of the 90th day following the end of the Plan Year.

For Health and Dependent Care reimbursement, please contact FBA directly.

## BENEFITS (continued)

### Health Savings Accounts (HSA)

If you have a balance remaining in your Health Savings Account, you can continue to use those funds to pay for eligible medical, dental, or vision expenses and your debit card will still be active. To view your HSA balance, login to your account at HealthEquity.com

### Life Insurance

Your life insurance benefits will end on the last day of the month in which you are employed. You do have the option to continue your coverage if you port or convert your group life insurance. This includes Basic Life insurance and/or Supplemental Life Insurance. If you do not port or convert your life insurance, coverage will end as scheduled on the last day of the month in which you are employed. The forms to port and/or convert your coverage will be included with your exit paperwork. To request to have your coverage ported or converted, your form must be received by the insurance company within 31 days of when this coverage would have ended.

### 457(b) Deferred Compensation Plan

If you participate in the City's Voluntary Deferred Compensation Plan, you have options available after leaving City employment. Until your account is entirely distributed, transferred or rolled over, it will remain active and will be subject to market related earnings or losses, you may continue to transfer your balance among the investment options (funds) within the Plan and you will have on-line access to your account. You may:

- **Keep your money in the Plan** – Leave all your funds in the Plan until you decide to withdraw them at a later date. Please consult with a financial expert to avoid any type of tax penalties before withdrawing your money.
- **Take a lump sum** – Lump-sum payouts are subject to a 20% federal withholding, which is taken out before the money is paid to you. Since money is taxable in the year received, you may owe additional taxes and/or penalties above the amount withheld.
- **Rollover to a new plan or IRA** – You may elect to move your Deferred Compensation Plan balance to a new employer's plan or an IRA. A rollover will not be taxed if funds are transferred according to legal requirements.

**\*\*NOTE – If you have a loan** – If you have an unpaid loan balance against your account, you may continue making payments directly to MissionSquare. If you do not resume your monthly payments in a timely manner, it will be treated as a taxable distribution from the Plan. It is your responsibility to contact MissionSquare to make payment arrangements.

# RETIREMENT BENEFITS

## Retirement System - ASRS/PSPRS/ EORP

You should contact your retirement system (ASRS, PSPRS, or EORP) to learn about short-term and long-term advantages/disadvantages of leaving contributions, withdrawing contributions, buying credited service, etc.

## Retirement Health Savings Plan

All full-time regular employees and part time regular employees are enrolled in this plan. During your employment the City was contributing \$15.00 every paycheck into your account. If your time with the City was five years or longer, you are vested in those funds and can access them once you are 50 years old. The funds can be used for medical, dental, and vision expenses you pay out of pocket for when you are retired. The funds can also be used to pay your benefit premiums in retirement.

## Other Benefits

If you have any of the optional coverages listed below, contact the insurance vendor to convert your benefits to a personal policy and arrange payment options other than payroll deduction.

- Liberty Mutual – Home/Auto Insurance
- LegalShield and IDShield

## CONTACT INFO:

BCBS	(866) 595-5993	AZBlue.com
Delta Dental	(602) 938-3131	DeltaDentalAZ.com
VSP	(800) 877-7195	VSP.com
Flexible Benefit Administrators (FBA)	(800) 437-3539	COBRApoint.benaissance.com fba.wealthcareportal.com
Health Equity (HSA)	(866) 960-8026	HealthEquity.com
VOYA Life Insurance	(888) 238-4840	Voya.com
MissionSquare Retirement (457(b) & RHS)	(800) 669-7400	MissionSq.org/chandleraz
ASRS	(602) 240-2000	AZASRS.gov
PSPRS / EORP / CORP	(602) 255-5575	PSPRS.com
Liberty Mutual	(480) 707-0115	LibertyMutual.com/TinaKawar
Legal Shield / ID Shield	(602) 617-3209	prepaidlegal.com/info/chandleraz
Human Resources	(480) 782-2350	HREmpServ@chandleraz.gov
Payroll	(480) 782-2335	PayrollAdmin@chandleraz.gov
The Work Number Employer Code: 4347997	(800) 367-5690	TheWorkNumber.com