

Retiree Check List

_____ **Submit** a letter of resignation to Human Resources and your Department

Insurance

Group Insurance Coverages will terminate the end of the month of your resignation as long as you had three (3) paid days in that month. Employees can be on vacation and carry their vacation into one additional month for the purpose of extending their group insurances. (IE: employee retires 1/15/19 and goes on vacation; they could carry their vacation through February 3, 2019 to get group insurance for Feb 2019).

If employee is under the age of 65:

Eligible for a State Extension of coverage

- Allows employee and eligible dependents to remain on Linn County's Group Health and Dental until the first of the month of their 65th birthday
- A new application is required
- Employee pays current monthly premium. Payment for future premiums must be set up via ACH automatic withdrawal.

If the employee is over the age of 65:

Eligible for COBRA

- Allows employee and eligible dependents to remain on the Linn County's Group Health and Dental for a maximum of eighteen (18) months
- A new application is required
- Employee pays current monthly premium plus a 2% administrative fee. Employee pays current monthly premium. Payment for future premiums must be set up via ACH automatic withdrawal.

If employee or their dependent is age 65 or older and currently enrolled in the group health insurance and carries Medicare A/Hospital Coverage (this is free when someone turns 65) loss of coverage from a group plan is an event date with Social Security to enroll/purchase Medicare B **without** a penalty. The employee needs to contact Social Security and inform them of this event date. Social Security may provide a form for Human Resources to fill out verifying coverage.

If you have questions or concerns about purchasing a Medicare Supplemental Plan, help is available at:

Senior Health Insurance Information Program (SHIIP)

Unity Point/St Luke's
Mercy Hospital

(319) 369-7475
(319) 861-7884

- Wellmark offers Medicare Supplemental Coverage including a prescription drug supplement – **(800) 336-0505**
- Delta Dental offers a Retiree Direct buy plan – **(877) 423-3582 ext.3**
- VSP offers a direct buy at **VSP.com**

IPERS

_____ Employee should contact IPERS at (800)-622-3849 or visit www.ipers.org and request a Retirement Packet. There is a page in the packet that HR completes. Please see the checklist IPERS provides for more information on what is required.

If the employee terminates in January, their first IPERS payment will be the last working day in February even if they receive a payroll check in February.

Vacation

The employees' vacation will be prorated from their last anniversary date through their retirement date.

Longevity

(AFSCME Bargaining Unit) - If the employee works past their anniversary date they are eligible for longevity on their final payroll check.