

2010 VOLUNTARY SEPARATION PAYMENT PROGRAM SEPARATION INFORMATION AND RESOURCES GUIDE

The following information has been gathered together to answer some questions you may have regarding separation from County Service to participate in the Voluntary Separation Payment Program.

BENEFIT INFORMATION

1. When do my benefits terminate?

Health and dental benefits will terminate the last day of the month following the month in which you leave County service.

Example:	Last Day of Service	6/30/10
	Health & Dental Benefits Terminate	7/31/10

Vision benefits terminate thirty (30) days after you leave County service.

Example:	Leave County Service	6/30/10
	Vision Benefits Terminate	7/30/10

2. I am vested with the New York State Retirement System. May I continue my benefits as a vestee?

Yes, providing you have five (5) years of paid service with Westchester County. You may only continue health coverage through the Westchester County Health Plan. There is no provision for continuing dental or vision coverage.

3. May I enroll for either individual or family coverage?

Yes.

4. How long may I continue this coverage?

You may continue this coverage until you are eligible for your pension providing you pay the full cost of the coverage up until that time.

5. How do I apply for vestee coverage?

You must submit a written request to the Finance Department Benefits Office for continuation of coverage as a vestee prior to the effective date of your resignation/retirement. You will receive a billing notice from the Finance Department. Any questions or correspondence should be directed to:

Westchester County Finance Department-Benefits Office
730 Michaelian Office Building
White Plains, New York 10601
Telephone: 914-995-4715

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6. What is the monthly cost for Vestee Health Coverage in 2010?

Individual	\$586.00
Family	\$1,640.00

7. What would be the effective date of my vestee coverage?

Should you continue coverage as a vestee, you would be billed from the first day of the month following the month that you left County service.

Example:	Leave County Service	06/30/10
	Billed as a Vestee	07/01/10

8. If I continue coverage as a vestee and become eligible for my pension, what happens to my benefits?

A month prior to becoming eligible for pension benefits, you must contact the Finance Department Benefits Office. Information will then be forwarded to you on retiree Health and Dental benefits. You will be entitled to retiree benefits only if you have paid for these benefits as a vestee.

9. I am now eligible for my pension. What are the requirements to be eligible for health benefits under the Westchester County Employee Retiree Health Benefit Plan (POMCO)?

- A.** You must have a minimum of five years of paid service (it need not be continuous service) with Westchester County. Periods of less than full-time employment will be considered full-time if you were also eligible for health benefits.
- B.** You must be eligible to receive, or would have received had you joined, a retirement allowance from a retirement system administered by The State of New York or one of its civil divisions.
- C.** You must be enrolled in The Westchester County Health Plan or one of the H.M.O. Plans currently offered to you as a Westchester County employee.

Employees who have qualified for Social Security Disability payments are eligible to continue benefits as a retiree regardless of age, provided they have at least ten (10) years of paid service with The County of Westchester.

Please Note: The five-year paid service requirement is waived for Westchester County elected officials and appointed department heads who are eligible to receive a retirement allowance from a retirement system administered by the State of New York or one of its civil divisions.

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10. What happens to my Health Flex Spending/Dependent Care Account when I separate from service?

A. You will be able to submit claims for health care expenses that were incurred before the end of the period for which payments to the Health Flexible Spending Account have already been made.

B. You will still be able to request reimbursement for qualifying dependent care expenses for the remainder of the Plan Year from the balance remaining in your dependent care account at the time of termination of employment.

You must submit claims within 90 days after the end of the Plan Year in which termination occurs.

11. When can I expect my first pension check from the New York State Retirement System?

The best estimate is between 45-60 days after the New York State Retirement System has acknowledged receipt of your application. Expect that your first pension check will be 75% of your monthly benefit.

The 2010 monthly cost of Retiree Health Benefit Coverage is as follows:

<u>Former Union Affiliation</u>	<u>Individual Plan</u>	<u>Family Plan</u>
CSEA/20+ years of service	No charge	\$211.00
CSEA/ 15 to 20 years of service/full pension	No charge	\$211.00
CSEA/10 to 19 years of service	\$146.50	\$673.50
CSEA/5 to 9 years of service	\$293.00	\$1083.50
Non-represented Management	No charge	\$211.00
Teamsters	No charge	\$211.00
NYSNA/20+ years of service	No charge	\$211.00
NYSNA/10 to 19 years of service	\$146.50	\$673.50
NYSNA/5 to 9 years of service	\$293.00	\$1083.50

If you are eligible to retire, please also see [Common Questions Concerning Benefits for Retirees](#) on the Finance Department Intranet at:

<http://cww.westchestergov.com/financeIntranet/pdfs/Benefits/RevisedMay2010CommonQuestionsConcerningBenefitsForRetirees.pdf>

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PAYMENTS UPON SEPARATION

Upon separation, an employee will receive compensation for the following time/leave balances:

Annual Leave
Supplemental or Unpaid Overtime (CSEA only)
Holiday Bank (CSEA Only)
A portion of accumulated Sick Leave*

Balances will be paid in a lump sum payment with federal, state, local, and FICA withholding taxes deducted at authorized tax rates.

*Sick Leave Balances will be paid as follows:

Executive Management: No minimum number of days required. 50% of time balance up to a maximum of 125 days (half of 250 days) will be paid out. This balance will be paid at your current salary rate or the rate equaling step 5 of grade 15 of the Executive Pay Policy, currently \$59.67 per hour, whichever is lower.

Teamsters Management: No minimum number of days required. 50% of time balance up to a maximum of 150 days (half of 300 days) will be paid out. This balance will be paid at your current salary rate or the rate equaling step 5 of grade 15 of the Teamsters Pay Policy, currently \$61.46 per hour, whichever is lower.

NYSNA – An employee must have a minimum of 50 sick days in their sick leave balance. 50% of time up to a maximum of 150 days (half of 300 days) will be paid out for retirement only.

CSEA – An employee must have a minimum of 50 sick days in their sick leave balance. 50% of time balance up to a maximum of 150 days (half of 300 days) will be paid out for retirement only.

Note regarding retirement service credit: Unpaid Sick Leave balances are reported to the retirement system for additional service credit up to a maximum of 165 days. Tier 1, 3 and 4 members can receive up to 30 days service credit for paid vacation time.

DEFERRED COMPENSATION INFORMATION

Upon separation from service, your options are: leaving the funds with The Hartford; applying for a distribution – either partial or full withdrawal; or rolling the funds over to your own IRA or other investment vehicle. Contact The Hartford Customer Service for Westchester County employees for more information at 1-888-804-2621.

DIRECT DEPOSIT

Unless you notify the Payroll Audit Section of the Finance Department that your direct deposit authorization is to be terminated, any longevity, retroactive or other salary adjustment payment made after your separation date will be sent to the direct deposit bank and account indicated on your payroll record. Notification should be made to the following address:

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Westchester County Finance Department
Payroll Audit Section
148 Martine Avenue-Room 730
White Plains, NY 10601

RETIREMENT SYSTEM INFORMATION

Retirement Eligible Employees - The New York State Retirement System representatives are the best qualified to answer your questions about what benefits you could expect to receive if you choose to retire. The general information number for the retirement system is 1-866-805-0990 or 1-518-474-7736 if you require additional information. You may also wish to review "Your Retirement Benefits", a booklet from the New York State Retirement System. Please visit: http://www.osc.state.ny.us/retire/word_and_pdf_documents/publications/1800s/1835-general-prs.pdf

Be aware that your application for retirement must be on file with the retirement system for at least 30 days before your retirement can become effective. For an Application for Service Retirement, click on the following link:

<http://www.osc.state.ny.us/retire/forms/rs6037-i.pdf>

If you are ineligible to retire - You have the following choices with regard to your Member Contributions* from the New York State Employees' Retirement System:

- 1) Withdraw funds** - You will have to pay Federal and New York State income taxes on all of the interest earnings and Federal income taxes on all contributions made after July 1, 1989.
- 2) Withdraw funds** and transfer to an IRA and continue to defer the payment of taxes.
- 3) Leave funds in the Retirement System (if you anticipate covered service would or could recommence within seven years of separation from County service).
- 4) Leave funds in the Retirement System until you are eligible to retire.

RETIREMENT SYSTEM INFORMATION

*Generally, membership cannot be terminated if you have 10 years or more of service.

**An application for a refund of retirement contributions by the NYSERS may be made by completing form RS-5014 and forwarding to:

Westchester County Finance Department
730 Michaelian Office Building
White Plains, New York 10601

The withdrawal application will require additional information and certification by the County prior to transmitting to the Employees' Retirement System for processing and payment.

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WE STRONGLY RECOMMEND THAT YOU CONSULT A TAX ADVISOR BEFORE MAKING THIS IMPORTANT DECISION.

Additional information on the administration, policy and procedures of membership in and separation from the NYS Employees' Retirement System may be obtained by calling 518-474-7736 or 1-(866) 805-0990.

MISCELLANEOUS ITEMS

- **Union Life Insurance** – Please speak with your union representative.
- **Other Payroll Deductions** - Upon separation, please contact the Finance department with questions concerning credit union and parking.