

**City of Takoma Park
Employment Separation
Benefits Information**

ITEM	COMPANY	CONTACT INFO	COVERAGE END DATE	BENEFIT INFORMATION
Health Insurance	United Health Care	1.866.414.1959 uhc.com	Last day of the month in which your employment with the City ends	<ol style="list-style-type: none"> 1. If you wish to continue coverage under the City's plan, you may do so for a limited time under COBRA. All premiums will be paid by the employee. 2. You will receive a letter and forms from <i>Benefits Design Group</i> explaining your options through COBRA. Please complete the forms and return them as quickly as possible. Make payments as instructed if you wish to elect coverage. 3. Retirees may participate in the City's plan outside of COBRA until they are eligible to participate in Medicare.
	Kaiser Permanente	1.800.777.7902 kaiserpermanente.com	Last day of the month in which your employment with the City ends	
	Ameritas (Vision)	1.800.659.2223 ameritas.com	Last day of the month in which your employment with the City ends	
Retirement	Maryland State Retirement	1.800.492.5909 sra.maryland.gov	Contributions will discontinue upon separation.	<p>Hired prior to 7/1/2011</p> <ol style="list-style-type: none"> 1. Vested: 5 yrs or more of eligibility service 2. Non-Vested: Fewer than 5 yrs of eligibility service <p>Hired on or after 7/1/2011</p> <ol style="list-style-type: none"> 1. Vested: 10 yrs or more of eligibility service 2. Non-Vested: Fewer than 10 years of eligibility service <p>Benefits</p> <ol style="list-style-type: none"> 1. Vested: You have earned the right to receive a future benefit based on your service at termination. If you withdraw any of your contributions upon termination, you will forfeit the right to a future benefit. 2. Non-Vested: If you are not vested at the time of termination and you don't anticipate returning to membership, you should contact the agency to receive a refund of any contributions with interest you may have made.
	Police Retirement	Office of Human Resources 301.891.7201 tracys@takomaparkmd.gov	Contributions will discontinue upon separation.	<ol style="list-style-type: none"> 1. Vested: 5 or more years of service <ol style="list-style-type: none"> a. Return of your contributions plus 5%; b. Full vested benefit payable at age 62; or c. Actuarially reduced vested benefit payable as early as age 55 with 15 years of eligibility service 2. Non-Vested: Less than 5 years of service

				a. Entitled to a return of all your contributions plus 5% interest
	ICMA-RC 457(b) Deferred Compensation Plan	1.800.669.7400 icmarc.org	Contributions will discontinue upon separation.	An information packet regarding withdrawal of your benefits is available through the Office of Human Resources. For more information regarding withdrawals, contact ICMA-RC directly.
Life, AD&D, Long Term Disability	Mutual of Omaha Life Insurance	1.800.775.6000 mutualofomaha.com	11:59 pm of your final day of employment	
Supplemental Insurance	Mutual of Omaha Life Insurance	1.800.775.6000 mutualofomaha.com	Last day of the month in which your employment with the City ends.	You may have the option of switching your elected benefits to an individual plan. Please contact the Office of Human Resources for details.
	Legal Resources	301.654.9490 legalresources.com	Deductions will be discontinued upon separation.	You may have the option of switching your elected benefits to an individual plan. Please contact Legal Resources for details.
Leave	Annual Leave	N/A		You will be paid for any unused annual leave up to 240 hours. The payment will be made within one month of your departure. The City reserves the right to deduct the cost of any owed monies, equipment, or City property.
	Personal Leave	N/A		You will not be paid for any unused personal leave.
	Sick Leave	N/A		Sick leave is not paid. It can be used to obtain credit toward your retirement from the MD State Retirement System or Police Retirement as applicable.
	Comp Time	N/A		You will be paid for any unused compensatory time up to 80 hours, the maximum amount that an employee may accrue.