

## Benefits Off-Boarding Summary

Reference this summary for contacts, coverage end dates, COBRA, continuation, and portability information.

**Disclaimer:** This document does not contain all the terms and conditions of the various programs. The appropriate plan document, rules and regulations apply.

<b>Insurance Benefits</b>		
<b>Type</b>	<b>Contact</b>	<b>Coverage end date</b>
<b>Health</b>	<p>State Health Plan  <a href="http://www.shpnc.org">http://www.shpnc.org</a></p> <p>iTedium (Direct Bill &amp; COBRA Administrator): <u>877-679-6272</u>  M-F 8AM to 5PM</p> <p>Blue Cross &amp; Blue Shield of NC (Third-Party Administrator): <u>888-234-2416</u>  TTY: <u>800-442-7028</u>  M-F 8AM to 6PM</p>	<p>If separating before the 16<sup>th</sup>  - Last day of the month of separation.</p> <p>If separating the 16<sup>th</sup> or later  - Last day of following month after separation.</p> <p>*COBRA  Contact iTedium at 877-679-6272</p>
<b>Accident</b>	<p>Voya: 1-877-464-5111  9 a.m. – 6 p.m. (EST) Monday – Friday  <a href="mailto:ncflex@lifehelp.com">ncflex@lifehelp.com</a></p>	<p>Last day of the month of separation (if full premium is collected), or last day of the prior month of separation (if full premium is not collected)</p> <p>Continuation Options - Contact vendor</p>
<b>Cancer and Specified Disease</b>	<p>Allstate: 1-866-232-1517  8 a.m. – 8 p.m. (EST), Monday – Friday  <a href="http://www.AllstateBenefits.com">www.AllstateBenefits.com</a></p>	
<b>Critical Illness</b>	<p>Voya: 1-877-464-5111  Fax claims: 1-612-467-8721  9 a.m. – 6 p.m. (EST), Monday – Friday</p>	
<b>Dental</b>	<p>MetLife: 1-855-676-9441  8 a.m. - 11 p.m. (EST) Monday – Friday  <a href="http://mybenefits.metlife.com">mybenefits.metlife.com</a></p> <p>iTedium (Direct Bill &amp; COBRA Administrator): <u>877-679-6272</u>  M-F 8AM to 5PM</p>	<p>Last day of the month of separation (if full premium is collected), or last day of the prior month of separation (if full premium is not collected).</p> <p>*COBRA - Contact Benefitfocus COBRA Administration/ iTedium 877-679-6272</p>

Insurance Benefits			
Type	Contact		Coverage end date
<b>Flexible Spending Accounts (Health Care and Dependent Day Care)</b>	P & A Group: 1-866-916-3475 8 a.m. – 10 p.m. (EST), Monday – Friday <a href="http://ncflex.padmin.com">ncflex.padmin.com</a>		Flexible Spending Accounts are eligible for use until the end of the month following date of termination or cancellation. Participants may submit claims for the entire month or use their card. A full deduction may be taken for the month of termination. *COBRA - Contact P&A Group 866-916-3475
<b>Vision</b>	EyeMed Vision Care: 1-866-248-1939 M-Sat 7:30am - 11pm (ET) Sunday 11am - 8pm (ET) <a href="http://www.eyemedvisioncare.com/NCFlex">www.eyemedvisioncare.com/NCFlex</a>  iTedium (Direct Bill & COBRA Administrator): <u>877-679-6272</u> M-F 8AM to 5PM		Last day of the month of separation (if full premium is collected), or last day of the prior month of separation (if full premium is not collected). *COBRA - Contact Benefitfocus COBRA Administration/ iTedium 877-679-6272
<b>UNC System Life Insurance</b>	Securian Voluntary Accidental Death and Dismemberment (AD&D)		Last day of the month of separation (if full premium is collected). Elections must be made within 31 days of coverage terminating. Reference portability/conversion options on the <a href="#">Income and Protection Benefits</a> webpage.
<b>Supplemental Disability</b>	Lincoln Financial (TSERS participants) 1-800-291-0112	The Standard (ORP participants) 1-800-331-3397	Date of separation

**\* COBRA, continuation, and portability information:** Consolidated Omnibus Budget Reconciliation Act of 1985 allows certain employees and their dependents, that would otherwise lose group coverage, to temporarily continue coverage with the same plan. Letters are mailed to eligible employees and dependents with enrollment COBRA options for health, dental, vision and flexible spending accounts.

<b>Retirement Benefits</b>	
<b>Type and Contact</b>	<b>Information</b>
<p><b>Teachers and State Employees Retirement System (TSERS)</b></p> <p>State Retirement System: 1-877-627-3287 <a href="http://www.myncretirement.com">www.myncretirement.com</a></p>	<p>Contributions stop after eligible earnings and leave payout.</p> <p><b>Options:</b></p> <ul style="list-style-type: none"> <li>• Leave funds on file</li> <li>• Request a refund (reference <a href="https://www.myncretirement.com/refunds">https://www.myncretirement.com/refunds</a>)</li> <li>• Apply for retirement (subject to eligibility)</li> </ul>
<p><b>Optional Retirement Program (ORP)</b></p> <p>Fidelity: Jared McVey, Agent 704-614-4167/<a href="mailto:jared.mcvey@fmr.com">jared.mcvey@fmr.com</a> <a href="http://www.netbenefits.com/unc">www.netbenefits.com/unc</a></p> <p>TIAA: Peter Kohn, Agent 704-988-1580/<a href="mailto:Peter.kohn@tiaa.org">Peter.kohn@tiaa.org</a> <a href="http://www.tiaa-cref.org/unc">www.tiaa-cref.org/unc</a></p>	<p>Contributions stop after eligible earnings and leave payout.</p> <p><b>Required form:</b> <a href="https://myapps.northcarolina.edu/hr/benefits-leave/retirement/orp/">https://myapps.northcarolina.edu/hr/benefits-leave/retirement/orp/</a>, under forms select ORP-3, complete and return to: UNC Charlotte Benefits Office at: UNC Charlotte   Human Resources-Benefits Office, #207 King Building, 9201 University City Blvd.   Charlotte, NC 28223</p> <p><b>Options:</b></p> <ul style="list-style-type: none"> <li>• Leave funds on file</li> <li>• Withdrawn employee contributions (includes employer contributions, if vested, or if enrolled in a timely manner in a like retirement plan)</li> <li>• Apply for retirement (subject to eligibility)</li> </ul>
<p><b>Supplemental Retirement 403b, 401k, 457 UNC System 403b &amp; 457</b></p> <p>Fidelity: Jared McVey, Agent 704-614-4167/<a href="mailto:jared.mcvey@fmr.com">jared.mcvey@fmr.com</a> <a href="http://www.netbenefits.com/unc">www.netbenefits.com/unc</a></p> <p>TIAA: Peter Kohn, Agent 704-988-1580/<a href="mailto:Peter.kohn@tiaa.org">Peter.kohn@tiaa.org</a> <a href="http://www.tiaa-cref.org/unc">www.tiaa-cref.org/unc</a></p> <p><b>NC Total Retirement 401k &amp; 457 – Prudential Retirement</b></p> <p>Rob Sipprell, Agent 919.583.2677/<a href="mailto:robert.sipprell@prudential.com">robert.sipprell@prudential.com</a></p>	<p>Contributions stop after leave payout.</p> <p>Contact provider for options.</p>

<b>Leave Benefits</b>	
<b>Type</b>	<b>Information</b>
<b>Vacation Leave:</b>	<p>Shall be paid in a lump sum (within three pay periods following the last regular paycheck), not to exceed 240 hours (pro-rated for part-time employees),            May be exhausted if the employee elects to do so and is retiring (service or early) .            Exempt from the Human Resources Act (EHRA/formerly called EPA) positions – An employee in a position covered by these regulations who has accrued unused annual leave upon discontinuation of employment from the employing institution and who either does not elect or is not eligible to transfer such accrued leave to another State or local governmental agency, shall be paid for such unused annual leave. The amount paid to an employee who has been employed an aggregate of 24 months or less by one or more State or local governmental agencies is equal to one day for each month worked less the number of days of annual leave taken during the employment period. An employee who has been employed for more than 24 months shall be paid subject to a maximum of 30 such days.</p>
<b>Bonus Leave:</b>	<p>Eligible bonus leave (BONREG) in the time keeping and leave system will be paid in a lump sum (within three pay periods following the last regular paycheck), if the employee leaves state government, or the appointment type changes to a non-leave earning status (i.e. exempt, part-time, etc.). The special bonus leave (BONSPL), and Special Annual Leave Bonus (BONSAL) in the timekeeping and leave system do not have cash value and are therefore not paid out at separation.</p>
<b>Sick Leave:</b>	<p>Will not be paid out upon separation - balance held and can be reclaimed if returning to active service with any UNC constituent institution or State agency within five years.</p>
<b>Community Service</b>	<p>Will not be paid out upon separation.</p>
<p><b>Information for individuals transferring employment:</b> Contact the benefits office for details 704-687-8134</p>	

<b>Other Benefits/Deductions</b>		
<b>Type</b>	<b>Contact</b>	<b>Information</b>
<b>State Employee Credit Union (SECU)</b>	<p>State Employee Credit Union:            (University/Hwy 49 Branch)            1-704-549-5822</p>	<p>Deductions stop the last pay-period after separation            Contact the credit union to make any needed arrangements for loan/other expense payments</p>
<b>State Employees Association of North Carolina (SEANC)</b>	<p>State Employees Association of North Carolina (SEANC)            1-800-222-2758</p>	<p>Contact SEANC for continuation/cancellation of any deductions.</p>
<b>Liberty Mutual (Auto/Home Owners Insurance)</b>	<p>Larry F. Chester, LUTCF Executive Sales Representative (704) 549-8944 (ext. 57368)              <a href="mailto:larry.chester@libertymutual.com">larry.chester@libertymutual.com</a></p>	<p>Contact the representative for options</p>

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