



# North Carolina Department of Administration

Beverly Eaves Perdue, Governor  
Moses Carey, Jr., Secretary

Human Resources Management  
David Shehdan, Director

March 19, 2010

## MEMORANDUM

**TO:**

**FROM:** Trumelia Hawkins, Benefits Specialist

**SUBJECT:** Separation Information

**EFFECTIVE DATE:**

This memorandum is to advise you of certain information with regard to your leave, insurance and other payroll deductions upon your separation. It may also acknowledge receipt of your letter of resignation if there is an inserted effective date (see above).

### **Vacation Leave Payment**

You will be paid for your accumulated vacation leave (payment will be made on a maximum of 240 hours only) in your final paycheck. However, if you transfer to another State agency, you must transfer your vacation leave to your new agency. Vacation leave may be transferred to local government agencies such as, county mental health, public health, social services, emergency management, public school system, community college or technical institute if the agency head is willing to accept it.

### **Sick Leave**

You cannot be paid for accumulated sick leave. However, if you should return to State employment within five (5) years from your last day of work, your accumulated sick leave shall be reinstated. If you transfer to another State agency, your sick leave transfers to your new agency. Sick leave may also be transferred to a local government agency (those described under Vacation Leave Payment) if the agency head agrees to accept this leave.

### **Bonus Leave**

Any balance of bonus leave will be transferred with the employee who transfers to another State agency eligible for bonus leave. Bonus leave balances will be paid if the employee leaves state government or changes to a non-leave earning status.

### **Final Paycheck**

The final pay check you will receive from this agency will be a paper check (not direct deposit) unless you are transferring to another NC state agency or university.

### **Longevity**

If you are eligible to receive longevity, you will receive a pro-rata amount on the earliest payroll following the date of your separation. If you are transferring to another state agency, you will receive longevity with that agency on your established anniversary date.

**Mailing Address:**  
1322 Mail Service Center  
Raleigh, NC 27699-1322

**Telephone:**  
(919) 807-2480  
(919) 715-7669

**Location:**  
116 West Jones Street  
Raleigh, North Carolina

## **Retirement Contributions**

If you leave the Retirement System for any reason other than retirement or death, you can either: receive a refund of your contributions (plus interest, if you have at least five (5) years as a contributing member); or leave your contributions in the Retirement System and keep all the creditable service you earned to that date. You may be entitled to a benefit at a later date if you leave for any reason – at any age – after you have completed five (5) or twenty (20) years of membership service depending on your start date with State Government, provided you do not withdraw your contributions. If you are transferring to another state agency, your retirement number will remain the same and you have no option of withdrawal.

To receive a refund, simply complete an application (Form 5) and file with the Retirement System. You may receive this form from the Department of Administration Human Resources Office or the Retirement System. State law does not permit the Retirement to make a refund earlier than 60 days after your separation from covered employment. Upon receipt of your contributions, you waive any rights to the employer contribution or any other benefit from the retirement system.

**Contact Information:** Teachers' & State Employees' Retirement System  
Department of the State Treasurer  
Albemarle Building  
325 North Salisbury St.  
Raleigh, NC 27603-1385  
[www.treasurer.state.nc.us](http://www.treasurer.state.nc.us)  
919 733-4191

## **Health Insurance**

If you are transferring to another State agency, your group coverage in will transfer with you to the new agency. If you are retiring, the Retirement System will notify you with regard to coverage options available. If you are a participant under the, PPO Plan or with NCFlex and you separate from State service prior to the 16<sup>th</sup> of the month, no health insurance deduction is processed in the month of separation and coverage terminates at the end of the month. If you separate from State service on or after the 16<sup>th</sup> of the month, a final health insurance deduction is processed in the month of separation and coverage continues through the subsequent month. If you are unsure as to when your coverage will cease, please contact BEST Shared Services at (919) 707-0707.

Continuation of group coverage is available as required by Federal Law under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) for eighteen (18) months. You will be contacted directly by the insurance carrier, Blue Cross Blue Shield (BCBS) and provided with information regarding continuation of your health coverage and enrollment information.

## **How the COBRA Process Works**

The COBRA benefit, which is continued health benefits group coverage, is available as required by Federal Law (COBRA) for 18 months. When you resign, your State Health Plan insurance is paid to Blue Cross Blue Shield (BCBS) through the end of the current payroll period. The health insurance is subsequently cancelled when the next month's health insurance payments are processed by the State and no payment is sent to BCBS on your behalf. At this point, BCBS, who is the COBRA administrator, corresponds with you (as a former state employee) to confirm that your health insurance coverage has ended and to inform you of the steps required to obtain continuation of health insurance coverage through COBRA, which will be retroactive to the date the State coverage ended.

The Department of Administration Human Resources Office is not involved in the COBRA enrollment process and does not have COBRA forms available. Further, BCBS does not offer a service to provide advance notification and enrollment information concerning the availability of COBRA coverage to employees. For more information in regards to COBRA please refer to the contact information listed below:

### **Contact Information:**

#### **State Health Plan**

Customer Services  
PO Box 30111  
Durham, NC 27702-3111  
1-888-234-2461

**NC Flex Internet Site:** [www.ncflex.org](http://www.ncflex.org)

**AON Consulting** (HCFSA & DDCFSA)  
1-877-371-2926  
[www.ncflex.selfservicenow.com](http://www.ncflex.selfservicenow.com)

**Superior Vision** (NCFlex Vision)  
800-507-3800  
[www.superiorvision.com](http://www.superiorvision.com)

**United Concordia** (NCFlex Dental)  
1800-291-8039  
[www.unitedconcordia.com](http://www.unitedconcordia.com)

**A.C. Newman & Company** (NCFlex Accidental Death & Dismemberment Insurance)  
1-800-257-0930  
**Note:** You may elect to continue your AD&D coverage for yourself and dependents at the current group rates. You need to apply for portable coverage within thirty (30) days of your termination date.

**American Heritage Life** (NCFlex Cancer)  
1-800-521-3535  
[www.ahcorp.com](http://www.ahcorp.com)

**Note:** Under the conversion feature, the participant will have the option to convert the benefit to an individual policy provided application and premium is received within 31 days of the termination date.

**ING** (NCFlex Voluntary Group Term Life)  
1-877-464-5111  
[www.ingemployeebenefits-us.com](http://www.ingemployeebenefits-us.com)

**Note:** Under the portability feature for ING, you may continue your life insurance coverage. You pay the full cost of the continued coverage plus a small fee.

**MetLife** (NCFlex Critical Illness)  
1-866-23-1517  
[www.metlife.com](http://www.metlife.com)

**Note:** Under the conversion feature, you and your covered dependents may convert your critical illness coverage to a similar policy if coverage is terminated. You must convert the policy with thirty (30) days of termination, and you pay the full cost of individual policy coverage.

### **Payroll Deductions**

If you are enrolled under any group life, accident, disability income, dental (not NCFlex), cancer (not NCFlex) or other payroll deduction plans, it will be necessary for you to contact the company directly for information regarding continuation options. If you are transferring to another State agency, there is a good chance that you may continue your coverage through their group plan.

### **Contact Information:**

**State Employees Association of NC**  
PO Box Drawer 27727  
Raleigh, NC 27611  
[www.seanc.org](http://www.seanc.org)  
919 833-6436 or 1 800-222-2758

**NC Pre-paid Legal Services Corp**  
1002 West Avenue  
PO Box 2766  
Lenoir, NC 28645  
1 800-232-4936

**AFLAC**  
Betsy Mangum  
3919 Wentworth Drive  
Durham, NC 27707  
[www.aflac.com](http://www.aflac.com)  
919 493-2816 or 1 800-992-3522

**Prudential**  
Bonnie Sutton  
P.O. Box 20104  
Raleigh, NC 27619  
919-836-9993/1 800-788-7771

**Colonial Life & Accident Ins. Co.**  
Gail Bird  
514 Daniel Street, Suite 259  
Raleigh, NC 27605  
[www.gary.sephton@coloniallife.com](mailto:www.gary.sephton@coloniallife.com)  
919 763-0405 or 1 888-662-7500

**Protective**  
Ty Cobb  
P.O. Box 1810  
Angier, NC 27501  
919-639-2300/1 800-334-1217

**Assurant Dental**  
Jamie Bacon  
P.O. Box 830607  
Birmingham, AL 32582-8322  
1 800-456-9194 ext. 3789

**BC/BS Dental Blue**  
Angie Webb  
P.O. Box 20104  
Raleigh, NC 27619



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919-836-9993/1 800-788-7771

## **Supplemental Retirement**

If you have payroll deduction for a 401(k) Plan or Deferred Compensation (457 Plan), you will need to contact the respective office to discuss available options regarding the proceeds of your account.

## **Contact Information:**

### **NC 401 (K) Plan & NC 457 Plan**

Prudential Retirement  
30 Scranton Office Park  
Scranton, PA 18507  
[www.prudential.com/ncplans](http://www.prudential.com/ncplans)  
1 866-NCPlans (1-866-627-5267)

### **U. S. Savings Bonds**

Bureau of the Public Debt  
Parkersburg, WV 26106-1328  
[www.savingsbonds.gov](http://www.savingsbonds.gov)  
1 800-487-2663

## **State Employees' Credit Union**

If you have payroll deductions to the State Employees' Credit Union, you should contact a loan officer there since your deductions stop when you leave separate from State service. If you are transferring to another State agency, the deduction transfers to the new agency.

## **Unemployment Insurance Benefits**

You may be eligible to receive unemployment insurance benefits. You should contact your local office of the Employment Security Commission concerning your eligibility to receive benefits.

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Thank you for your service to the NC Department of Administration. Questions regarding the above information should be directed to: Department of Administration, Benefits Specialist 919-807-2480.

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