



## 2021 Benefits Memo for Exiting Employees

**Exiting employees are responsible for reading the following and handling accordingly.  
Please direct any questions to Jacobi Swafford or vendor, as indicated below.**

**NOTE: If you have a change of address, please contact Human Resources immediately.**

Please review your last two pay advices to see what benefits you are participating in.

**\*\* It is the employee's responsibility to contact the vendor to continue benefits.  
Please open all US mail received at home for important information regarding benefits.**

### **HEALTH, DENTAL, VISION INSURANCE**

As long as a premium is deducted from your last paycheck, your insurance will cancel the last day of the next month. Example: Last paid date 06/30, insurance terminates 7/31. It is suggested if you move out of the area, to contact the vendor to see how this insurance would work for you (to stay in network).

The Division of Insurance Administration will notify you of the process for continuation of medical insurance through COBRA. **NOTE: COBRA is not a guarantee.** If you wish to contact them directly to determine if you are eligible, please call **800-253-9981** and ask for the COBRA representative for the State of TN.

### **2021 COBRA MEDICAL MONTHLY PREMIUMS**

	<b>BCBST/CIGNA LocalPlus</b>	<b>CIGNA Open Access</b>
<b>Premier PPO</b>		
Employee Only	\$711.96	\$752.76
Employee + Children	\$1,067.94	\$1,108.74
Employee + Spouse	\$1,493.28	\$1,574.88
Employee + Spouse + Children	\$1,849.26	\$1,930.86
<b>Standard PPO</b>		
Employee Only	\$657.90	\$698.70
Employee + Children	\$999.60	\$1,040.40
Employee + Spouse	\$1,399.44	\$1,481.04
Employee + Spouse + Children	\$1,732.98	\$1,814.58
<b>CDHP/HSA</b>		
Employee Only	\$632.40	\$673.20
Employee + Children	\$946.56	\$987.36
Employee + Spouse	\$1,327.02	\$1,408.62
Employee + Spouse + Children	\$1,641.18	\$1,722.78

## 2021 COBRA DENTAL MONTHLY PREMIUMS

### Cigna DHMO Prepaid Plan

Employee only	\$13.71
Employee + children	\$28.47
Employee + spouse	\$24.31
Employee + spouse + children	\$33.42

### Metlife DPPO Dental

Employee only	\$24.11
Employee + children	\$54.36
Employee + spouse	\$44.72
Employee + spouse + children	\$87.50

## 2021 COBRA VISION MONTHLY PREMIUMS

	Basic	Expanded
Employee Only	\$3.13	\$ 5.67
Employee + children	\$6.25	\$11.34
Employee + spouse	\$5.94	\$10.78
Employee + spouse + children	\$9.19	\$16.68

### **BASIC TERM LIFE INSURANCE – Minnesota Life Insurance Company: 866-881-0631**

As long as a premium is deducted from your last paycheck, your insurance will cancel the last day of the next month. Example: Last paid date 01/31, insurance terminates 2/28. Minnesota Life Insurance can offer you the option to convert your Basic Life Insurance to an individual policy. This coverage will not be the same as that provided to you as an employee, and the premium will be affected by the form and amount of the policy, your age, and the class of risk to which you belong. If you are interested in conversion of this insurance, you MUST contact Minnesota Life Insurance Company.

### **DEFAULT BASIC LIFE INSURANCE – Minnesota Life Insurance Company: 866-299-1358**

Minnesota Life Insurance Company can offer you the option to convert your Default Basic Life Insurance to an individual policy. This coverage will not be the same as that provided to you as an employee and the premium will be affected by the form and amount of the policy, your age, and the class of risk to which you belong. If you are interested in conversion of this insurance contact Minnesota Life Insurance Company.

### **LONG TERM DISABILITY – The Hildreth Agency: 800-874-0831**

As long as a premium is deducted from your last paycheck, this benefit terminates at the end of the month of your last paid date. If you wish to convert to an individual policy, you only have 30 days from your last paid date to enroll. Please contact The Hildreth Agency to see what your options are.

### **OPTIONAL TERM LIFE INSURANCE – Minnesota Life: 866-881-0631**

### **OPTIONAL UNIVERSAL LIFE INSURANCE – UNUM: 800-635-5597**

Please call your above provider and ask for your options. Options are only available for 30 days after termination date. It is the employee's responsibility to handle this benefit.

### **OPTIONAL SPECIAL ACCIDENT:**

As long as a premium is deducted from your last paycheck, this benefit coverage will cancel the last day of the next month. No options.

## **ANNUAL AND SICK LEAVE BALANCES:**

Annual leave will be paid to you in a lump sum, up to the maximum allowable for time of service. Any excess annual leave will be rolled over into sick leave hours; and sick leave is banked in the event that you return to employment with the State of Tennessee. Note: if you begin employment with another Tennessee State Agency position within 42 days of your termination with UTC, annual leave will be transferred to that state agency.

Annual leave is normally paid out one month after your last paycheck. DO NOT SPEND THE MONIES UNTIL YOU SEE THE DEPOSIT IN YOUR BANK INSTITUTION. However, if you do not see the annual leave directly deposited, please contact Jacobi Swafford at 423-425-4452.

## **FLEXIBLE BENEFIT PLAN – [Optum](#): 1-866-600-4984 or [service.tennessee@optum.com](mailto:service.tennessee@optum.com)**

Please call the vendor above and ask about your options, how to file any outstanding claims, etc. You must have used the services before your termination date. Your card will be cancelled on your termination date. There is a timeline with this benefit, when cancelled, last date to submit claims, etc.

## **HSA (Health Savings Account) – [Optum](#): 1-866-600-4984 or [service.tennessee@optum.com](mailto:service.tennessee@optum.com)**

Please call the vendor above and ask about your options with this benefit.

## **TAX DEFERRED INCOME PLAN – 401k/Roth401k/457**

[Empower Retirement](#) (formerly Great West Financial Services)

1-800-922-7772 or Jeff Flowers: [Jeff.Flowers@empower-retirement.com](mailto:Jeff.Flowers@empower-retirement.com)

You must access the above website for any transactions on your 401k/Roth401k/457.

### **When you retire or separate from service:**

- You may be eligible to leave your savings in your plan until the earlier of when you are ready to take distribution or turn age 70-1/2.
- At 70-1/2 your required minimum distributions may begin directly from your account.
- Your savings will remain invested as you choose.
- You may roll this account over to another IRA, 401(k) or 403(b).  
Always call your tax deferred provider to be informed if there will be any rollover fees involved.
- Your Plan offers a wide array of distribution options with the added advantage of flexibility.
- Savings in your 457 plan are not subject to the 10% early withdrawal tax penalty for distributions prior to age 59-1/2. This is an advantage you may lose if you roll over to another type of plan such as an IRA, 401(a), 401(k) or a 403(b).
- You will continue to receive quarterly statements and will be able to make changes in your account. Remember to always keep your tax deferred provider informed of any changes in address.
- Any rolling over/moving of this benefit will need to be handled by [Empower Retirement](#) (formerly Great West Financial Services): 1-800-922-7772 or Jeff Flowers: [Jeff.Flowers@empower-retirement.com](mailto:Jeff.Flowers@empower-retirement.com)

### **Note:**

All 401k/Roth401k/457 forms should be sent directly to [Empower Retirement](#) (formerly Great West). They provide the Plan Administrator signature for the 401k and 457 plans. 403b forms do require an employer's signature. Please follow the instructions for a 401a below under "IMPORTANT, PLEASE READ".

**It is highly advised that you wait 1 – 2 months after last paid date to do anything with these monies to ensure all your monies have been deposited into this account.**

## **OPTIONAL RETIREMENT PROGRAM (ORP)**

For employees who terminate employment prior to retirement, the following options are available under the Optional Retirement Program plan (including the JCRS plan): ORP benefits are vested immediately and may be started at any time after separation from service regardless of age.

1. If an employee transfers to another participating institution, membership and contributions may be continued at the new institution.
2. All funds contributed by the University and, prior to July 1, 1981, by the employee, remain intact and continue to accrue interest and dividends until retirement. An exception may apply for employees who have separated from service and have less than \$15,000 in total accumulations in the ORP; that means even if invested with one, two or three of the vendors, it is the total of all three vendors together. Depending upon ORP company regulations, such employees may be eligible for a lump sum distribution, a rollover to an Individual Retirement Account, or a rollover to another qualified retirement plan as specified in section 401(a) of the Internal Revenue Code.

**IMPORTANT, PLEASE READ:** Contact your above retirement provider additional details and appropriate forms. Please note, if you choose to start withdrawing your ORP (401a) or 403b, or Hybrid retirement refund, contact the retirement provider. Employer signature is required, and please send paperwork directly to UT Knoxville:

**Attention: Pam Quick  
Payroll Benefits and Retirement Services  
P115 Andy Holt Tower  
Knoxville, TN 37996**

**Phone: 865-974-9977  
Fax: 865-974-3530**

You may also scan and e-mail completed paperwork to: [pquick@utk.edu](mailto:pquick@utk.edu)  
Please provide instructions for returning the signed form (i.e., forward to vendor or return to you, etc.).

**It is highly advised that you wait 1 – 2 months after last paid date to do anything with these monies to ensure all your monies have been deposited into this account.**

**ORP RETIREMENT VENDORS:**

**Voya:** Ed Stewart (615) 627-5936

**TIAA:** Austin Jefferson (615) 783-2956 ext. 25-2956

**Valic:** Celeste Friend 423-227-0281, unless you are presently working with Ken Spann 423-238-7618

**Tennessee Consolidated Retirement System (TCRS): 1-800-770-8277**

**Hired PRIOR to July 1, 2014:** Employees enrolled in TCRS must accrue five years of creditable service to be vested and receive a service retirement benefit. All vested members may apply for reduced early retirement benefits at age fifty-five (55); or upon completion of 25 years of creditable service (additional reductions will apply for employees with less than 10 years of service); or members may apply for unreduced service retirement benefits at age sixty (60); or after completion of thirty (30) years of creditable service.

**Termination of Employment Prior to Retirement for employees hired AFTER 7/1/2014:**

You must contact TCRS directly to discuss your options: **1-800-770-8277**

**Termination of Employment Prior to Retirement for employees hired PRIOR TO 7/1/2014:**

For employees who terminate employment prior to retirement, the following options are available under the TCRS (State) plan:

1. If an employee terminates and accepts employment with another state agency, membership and contributions are continued at the new agency.
2. If an employee with service established before July 1, 1981, terminates, a lump sum payment of the member's contributions paid by the employee, plus appropriate accumulated interest, may be requested.

An employee who has no service established prior to July 1, 1981, has no member account, and is therefore, not eligible for a refund.

3. If an employee has vested service, funds may be left intact until a benefit is requested at retirement. **Please apply for your retirement benefit through UTC Human Resources if you have not transferred it to another state agency to insure proper credit of sick leave balance to service time.**

**REFUNDS FOLLOWING TERMINATION:** Upon separation from service, you may apply for a refund of your accumulated contributions and interest. Employer contributions to the defined benefit portion of the Hybrid Plan are not refundable. **By obtaining a refund, you will give up your TCRS membership and all rights and benefits in the retirement system.** Before a refund can be processed, you must file a completed [Application for Refund](#) with TCRS: [tr0026.pdf \(tn.gov\)](#).

NOTE: Federal law requires TCRS to withhold federal income tax from all refunds issued to former members. The withholding rate is currently 20% of the taxable portion. If you arrange to have your refund transferred directly to an Individual Retirement Account, you may avoid having taxes withheld. Contact the state's 401(k) third party administrator concerning options available in the defined contribution portion of the Hybrid Plan.

If you choose to file an [Application for Refund](#), please print form, complete, and scan or fax to Jon Gushen (contact information located in the **IMPORTANT, PLEASE READ** section above). It is advised that you not start this process until a month after your last paid date to ensure that all monies have been deposited into your TCRS account.

**Jecobi Swafford**  
**Total Compensation and Senior Specialist**  
**The University of Tennessee at Chattanooga**  
**Office of Human Resources, Dept 3603**  
**615 McCallie Avenue**  
**Chattanooga, TN 37403**

**Email: [Jecobi-Swafford@utc.edu](mailto:Jecobi-Swafford@utc.edu)**

**Physical Location: 720 McCallie Avenue, Chattanooga, TN**  
**Telephone: 423-425-4452**