

## B-base Faculty and Nine (9) month pay Employees

Employee Benefits

### Retirement during Summer Months

The designated retirement date must be a scheduled work day and the employee must be present on the last day.

Benefits will end the month following retirement for Faculty and P&S Staff. See “Retiree Checklist” for specific retirement information: <http://www.hrs.iastate.edu/hrs/node/473/attachment>

Please **meet with a Benefits Consultant to discuss benefits prior to your retirement.**

### Resignation during Summer Months

1. For all Faculty and P&S Staff resigning during a summer month, **benefits will end according to the following schedule:**

<b>If last working day is in the following month:</b> →	<b>May</b>	<b>June</b>	<b>July</b>
Any ISU life, disability coverage or flex spending ends:	May 31 <sup>st</sup>	June 30 <sup>th</sup>	July 31 <sup>st</sup>
ISU medical, dental, and/or vision coverage ends:	June 30 <sup>th</sup>	July 31 <sup>st</sup>	August 31 <sup>st</sup>

2. If a May or June termination is reported after the May or June payroll deadline and multiple deductions were taken; there will be a correction made to end the coverage on the correct date and any refunds will be processed.
3. **EXCEPTION to the above for certain Faculty only:**
  - a. **Tenured, Tenure-track, or Adjunct Professors** whose employment at ISU terminates between May 15<sup>th</sup> and August 31 and do not have any other group insurance plan during this period, may request to continue coverage through the summer months.
  - b. **Written request must be received by the ISU Benefits office by May 15<sup>th</sup>.**
  - c. Upon request by deadline and if eligible, Iowa State University will maintain coverage and pay ISU’s share of the benefits premiums.
4. **COBRA** - Continuation of coverage after benefits end is available for vision, health care flexible spending account, medical, and/or dental coverage. Please review the COBRA Overview for specific information: <http://www.hrs.iastate.edu/hrs/node/560/attachment>
5. **Long-Term Care insurance** – Employees currently paying for this insurance with a payroll deduction should contact the appropriate company, Genworth (800-416-3624) or John Hancock (888-999-4563) to request ending payroll deduction.
6. **Address Update** – If you move following resignation/retirement, you may update your address through your AccessPlus portal or by contacting the ISU UHR Service Center at 1-515-294-4800. The addresses will be used to send tax documents and other necessary follow up.