

**Loyola University New Orleans
Human Resources Department
Benefits/Payroll Separation Information**

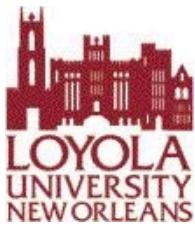
Continuation of Medical, Dental and Vision Insurance

An employee may choose to continue medical, dental and vision coverage through **COBRA** if the employee is currently insured through the Loyola University Employee Benefit Plan. **COBRA** is a temporary extension of the institution's group insurance coverage when an employee experiences a "qualifying event." The **COBRA** legislation views separation from employment as a "qualifying event" and offers the employee and/or the spouse/dependents the right to continue the medical, dental and vision insurance plan for a specific number of months.

An alternative available coverage option is the new health insurance marketplace (Marketplace). The Marketplace offers health insurance that includes comprehensive coverage, for doctors and medications to hospital visits. Qualified health plans in the Marketplace present their price and benefit information in simple terms so that you can make apples-to-apples comparisons. For more information, visit www.healthcare.gov.

HealthEquity WageWorks (Third Party Administrator – TPA) provides recordkeeping, billing, and collection for Loyola's Pre-65 Retiree and COBRA continuation coverage. Eligible employees will receive additional information from WageWorks regarding their services and payment procedures. Please read the material carefully. For your convenience, below are the 2024 COBRA monthly rates. Premiums below DO NOT include the 2% Admin Fee charged by Wage Works.

CORE Medical Plan	COBRA Monthly Premium	BASIC Medical Plan	COBRA Monthly Premium	PLUS Medical Plan	COBRA Monthly Premium	HDHP Medical Plan	COBRA Monthly Premium
Employee	\$752.79	Employee	\$788.13	Employee	\$917.40	Employee	\$682.76
Employee + Spouse	\$1,628.96	Employee + Spouse	\$1,705.41	Employee + Spouse	\$1,985.14	Employee + Spouse	\$1,477.42
Employee + Child(ren)	\$1,446.71	Employee + Child(ren)	\$1,514.61	Employee + Child(ren)	\$1,763.05	Employee + Child(ren)	\$1,312.12
Employee + Family	\$2,233.90	Employee + Family	\$2,338.76	Employee + Family	\$2,722.37	Employee + Family	\$2,026.09
CIGNA DHMO Dental Plan	COBRA Monthly Premium	CIGNA PPO Mid Dental Plan	COBRA Monthly Premium	CIGNA PPO High Dental Plan	COBRA Monthly Premium		
Employee	\$18.34	Employee	\$27.54	Employee	\$41.10		
Employee + Spouse	\$31.08	Employee + Spouse	\$55.63	Employee + Spouse	\$83.03		
Employee + Child(ren)	\$36.86	Employee + Child(ren)	\$68.86	Employee + Child(ren)	\$102.77		
Employee + Family	\$54.63	Employee + Family	\$92.62	Employee + Family	\$138.24		
UNUM Vision Plan	COBRA Monthly Premium						
Employee	\$9.27						
Employee + Spouse	\$16.69						
Employee + Child(ren)	\$17.61						
Employee + Family	\$27.80						
Aetna Horizon Health EAP	COBRA Monthly Premium						
Employee + any eligible Dependents	\$1.17						



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Members who lose medical coverage effective January 1, 2015 forward should not need a Certificate of Creditable Coverage or Proof of Lost Coverage document. Instead, in order to demonstrate to their new plan administrator that they qualify for special enrollment, they should provide the COBRA notice, which the plan must still issue and which provides the coverage end date. That will demonstrate both the loss of coverage and the reason for the loss, and is more helpful to members seeking new coverage under special enrollment.

However, terminated members may contact UnitedHealthcare (UHC) member services at 1-855-293-8546 and request a Proof of Lost Coverage letter. The representative will enter the request right away, and the member will receive it in the mail within 10-15 days. The Proof of Lost Coverage letter is delivered by U.S. Mail. For urgent requests, UHC will fax, but cannot send the Proof of Lost Coverage letter by email.

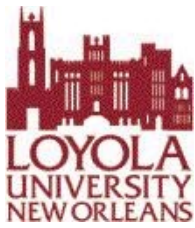
- **Flexible Spending Account (FSA):** Continuation of medical flexible spending account through COBRA is available. All claims must be submitted using paper claim forms as FSA Benefits Card cannot be used after termination of employment.
- **Retiree Medical Coverage:** Benefit-eligible (30 hours or more) faculty and staff members age 50 or older with 5 or more years of continuous service may elect to continue group medical coverage through Loyola's group medical plan, provided coverage was in effect immediately prior to retirement. For your convenience, below are the retiree monthly rates.

PRE-65 RETIREE MEDICAL PLANS	Monthly Premiums		
COVERAGE LEVEL	POS CORE	POS BASIC	POS PLUS
RETIREE UNDER AGE 65	\$1,021.17	\$1,203.43	\$1,393.01
RETIREE + SPOUSE, BOTH UNDER AGE 65	\$2,251.16	\$2,652.95	\$3,070.79
RETIREE UNDER AGE 65 + CHILDREN	\$1,995.34	\$2,351.43	\$2,721.83
RETIREE + FAMILY, TWO UNDER AGE 65	\$3,100.42	\$3,653.77	\$4,229.25

Post-65 Retiree's Medicare eligible please call LaborFirst at 504.370.9403 (TTY 711) or 855.781.9846 (TTY 711) to reach your Dedicated Loyola University Medicare Advocate team from the hours of 8:00am to 5:00pm CST.

POST-65 RETIREE MEDICAL PLANS	Monthly Premiums
COVERAGE LEVEL	MAPD PLAN
RETIREE ON MEDICARE	\$218.80
RETIREE + SPOUSE, BOTH ON MEDICARE	\$437.60

- **Retiree Life Coverage:** Life coverage, upon your retirement, may also be continued. Life insurance amounts will remain fixed based on your final annual base pay at retirement, up to a maximum of \$25,000. The amount of spouse life that may be continued is \$5,000. Retirees pay 100% of the retiree premium. **The monthly cost is \$3.125 per thousand dollars of coverage for retirees and a flat rate of \$2.58 for \$5,000 spouse coverage.** Retirees aged 50, with 5 years of continuous, benefits-eligible service at retirement are eligible for the retiree life coverage. All retiree life coverage terminates at age 99.



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- **Retirement Plan (TIAA):**
Please contact TIAA at 1-800-842-2252 or <http://www.tiaa.org>, for questions on annuity options, benefit payments, rollovers, beneficiary changes and accumulations.

Conversion Options for Lincoln Term Life and Long Term Disability Insurance:

- **Term Life Insurance:** Conversion policies are available for the employee and/or spouse/dependents. If you would like to continue your life insurance, you will need to obtain a **Notice of Conversion Form** from the Human Resources Department. The Forms and premium payment must be received by the insurance carrier within 31 days of the employee's separation date. Hard copies of these forms are available in Human Resources. For further questions about conversions, please call Lincoln Financial Services at 1-800-423-2765.
- **Long Term Disability:** Conversion policies are available for the employee. If your coverage terminates and you are not eligible for any of the described continuations, you may be eligible for a Conversion Privilege. Refer to the "Conversion Privilege" in the LTD Benefit section. Please note that you need to apply for the conversion and pay the required premium within 31 days following your termination of insurance. For further questions about conversions, please call Lincoln Financial Services at 1-800-423-2765.
- **Tuition Remission:** If an employee terminates while he/she or his/her dependents are currently enrolled, the tuition remission benefit will cease. If the termination date falls after the "last day to withdraw" as posted on the academic calendar, the tuition will be waived until the end of that semester/session. If the termination date falls before or on the "last day to withdraw" as posted on the academic calendar, the tuition for that semester/session will be billed to the employee. If the employee or spouse/dependent chooses to withdraw, the full tuition will be waived.
- **Vacation and Sick Leave balances:** Any unused, earned vacation will be paid. Unused sick leave is not payable upon separation of employment.
- **Final Wages:** Final wages are computed once the Human Resources Department receives notification of separation. Wages and unused earned vacation hours are processed and paid in conjunction with the next scheduled pay period. All applicable taxes will be withheld and net pay will be transmitted to the designated financial institution.
- **Home Address Information:** It is important for Human Resources to have the employees' current address on record in order to mail information pertaining to benefits continuation (**COBRA**) and the Form W-2 (Wage and Tax Statement) at year end. Addresses can be updated by the former employee by contacting the Human Resources Department.

For additional questions, please contact one of the following Benefits or Payroll representatives:

Benefits Department Contact Information

- **Kristin Vocke**, Benefits Manager
504-864-7667, kavocke@loyno.edu
- **Rozalyn Gruenig**, Benefits Representative
504-864-7027, rtgrueni@loyno.edu



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Payroll Department Contact Information

- **Jamie Melan**, Payroll Manager
504-864-7272, jrmelan@loyno.edu
- **Erica Hicks**, Lead Payroll Administrator
504-864-7343, eyhicks@loyno.edu
- **Verkia Taylor**, Payroll Administrator
504-864-7731, vstaylor@loyno.edu