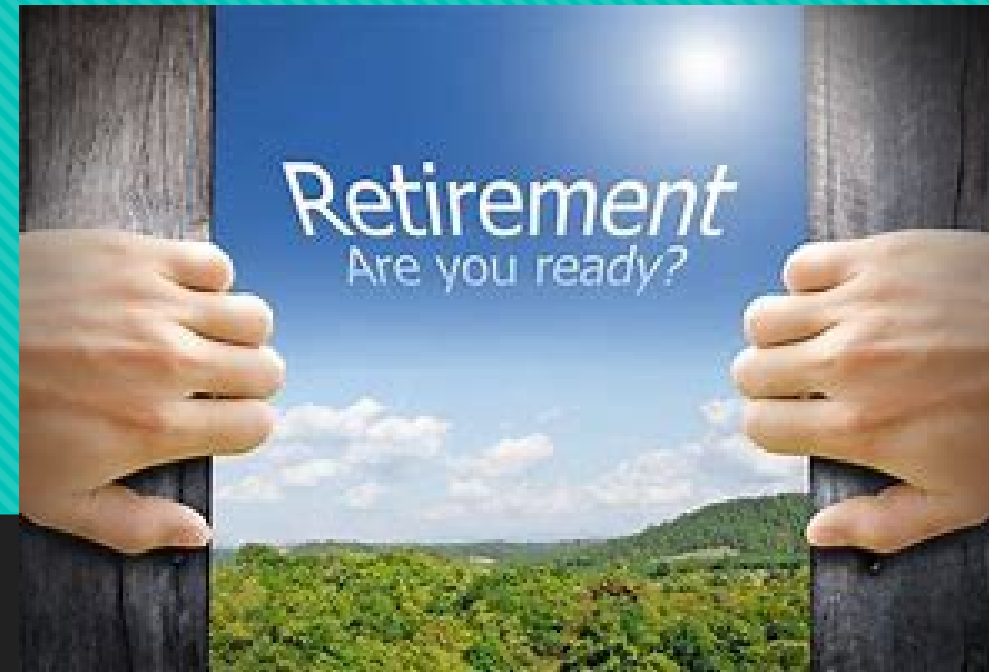


I'm ready to begin planning for my retirement, so what do I need to do?



Retirement Planning – Getting Started: AFSCME & SEIU

Retirement Planning Information

- PASSHE has a majority of the information regarding retirement planning available on their website for employees to review and become familiar with.
- You can reach out to the IUP HR Benefits Services team for assistance as to where you can locate more in depth knowledge and you will be provided with the links to the PASSHE web, prospective retiree planning video, pre-retirement planning worksheets, retirement counselor contacts and other retirement planning resources available for your review.
- It is recommended that you begin retirement planning 6 months to 1 year in advance, but no less than 3 months prior to retirement (or sooner if you have other outside funds to take into consideration).
- Review this power point and the video provided by PASSHE for further details.

PASSHE/IUP Website Retirement Planning Resources

○ http://www.passhe.edu/inside/HR/syshr/prospective_retiree/Pages/Prospective-Retirees_AFSCME.aspx

○ http://www.passhe.edu/inside/HR/syshr/prospective_retiree/Documents/REHP_Retirement_Guide.pdf

○ Visit the IUP Benefits webpage and select your employment group, then select **Planning Your Retirement**.

○ (For example:
<https://www.iup.edu/humanresources/benefits/retirement/>

BENEFITS FOR AFSCME

AFSCME employees typically perform work in the fields of clerical, accounting, maintenance and trades, groundskeeping, custodial, and information technology.

- [Benefit Highlights](#)
- [Summary of Benefits](#)
- [Medical/Dental/Rx/Vision/Hearing](#)
- [Wellness /“Get Healthy”](#)
- [Leave Plans](#)
- [Life/Accident/Disability Insurances](#)
- [Retirement and Savings](#)
- [Planning Your Retirement](#)
- [Flexible Spending Accounts](#)
- [Life Events](#)
- [Work Related Injuries](#)
- [Tuition Waiver](#)
- [SEAP: State Employee Assistance Plan](#)
- [SECA/Charitable Contributions](#)



3

A screenshot of the "Prospective Retirees - AFSCME" webpage. The page has a blue header with navigation tabs for ABOUT, NEWS, OFFICES, UNIVERSITIES, STUDENTS, and EMPLOYEES. The main content area is white with a blue header bar. Below the header bar, there is a paragraph of text explaining the page's purpose. Underneath, there are two blue buttons: "Retirement Checklist" and "Retirement Guide". Further down, there are three blue buttons: "Medical Eligibility", "Leave Payout", and "Additional Benefits". At the bottom, there is a section titled "Annuity Requirements:" followed by a paragraph of text. The page footer includes "SERS/PSERS".

Prospective Retirees - AFSCME

This page was developed to assist employees who are thinking about or nearing retirement. The checklist and guide will cover your eligibility and benefits as a retiree of the State System. For additional information, please contact your university human resources office.

- [Retirement Checklist](#)
- [Retirement Guide](#)

[Medical Eligibility](#)

[Leave Payout](#)

[Additional Benefits](#)

Annuity Requirements:

In order to be eligible for a sick leave payout upon your retirement, you must establish an annuity within 90 days. If you fail to finalize your annuity within 90 days you will forfeit your sick leave payout. You also must establish an annuity prior to enrollment in the retiree healthcare plan.

SERS/PSERS

Prospective Retirees

[Home](#) > [OOC](#) > [HR](#) > [Employee Benefits](#) > Prospective



PROSPECTIVE RETIREES

[NEWS AND ANNOUNCEMENTS](#)

[SUMMARY OF BENEFITS](#)

[RETIREES](#)

[EMPLOYEE BENEFITS](#)

For current retirement information, please select your employee ⁴group below.
For a description of the employee groups, view the [Labor Relations](#) page.

State System Retirement Definition

A separation from service in which you have attained the required age and/or years of service on your date of separation, to be eligible for at least one of the following retiree benefits :

- Retiree health insurance
- Sick leave payout

In order to enroll in the retiree health insurance or receive your sick leave payout you must begin to receive your monthly lifetime pension annuity from your retirement plan.

Monthly Annuity Definition

Definition - A pension payment you receive for your lifetime.

1. SERS and PSERS Participants

Any of the monthly pension payment options meets the criteria of a lifetime monthly pension annuity.

2. Alternative Retirement Plan (ARP) Participants

Must annuitize a minimum of \$10,000 in a lifetime annuity product with their ARP vendor(s).

Employees should consult with their ARP retirement vendor (TIAA and/or Fidelity) to confirm their qualifying lifetime annuity options.

State System/Commonwealth Definitions

Definition:

- 1. Credited service** includes service credited by the retirement plan, which may include purchased service such as:
 - Out of state educational service
 - Military service
 - Service earned with other employers that offer SERS and PSERS retirement plans (e.g. Penn State, community colleges, public schools)
- 2. State System/Commonwealth service** only includes employment service with the State System of Higher Education or the Commonwealth of PA
 - Employment with public schools (pre-K, K-12), community colleges, Penn State, Temple, etc., **ARE NOT** included

Step 1: Understand Retirement Eligibility

- In order to determine if it is the right time for you to begin planning for your retirement, you should understand the eligibility criteria and the benefits afforded to eligible PASSHE retirees.
- There are several employment groups and each may have different criteria, so you will want to also understand what employment group you are a part of. Are you Faculty (APSCUF), Manager (Non-represented), Staff (AFSCME, SCUPA, OPEIU, POA, etc.)?
- Know your date of hire. Do you know what your date of hire is? Did you have a break in service?
- What is your current age? What will your age be upon retirement?

Simple, right?

Step 1: Understand Retirement Eligibility

(Continued)

**Use the applicable Pre-Retirement Checklist provided to you on the IUP HR Benefits Website (Planning for Retirement) or that was provided to you by a member of Benefits Services to determine your eligibility. Contact the Benefits Manager to verify and confirm your years of service.*

Eligibility requirements vary based on your employee group (i.e., AFSCME, Faculty, Non-represented, etc.)

Eligibility is based on:

- Current hire date
- Age at retirement
- Years of service
- Date of retirement

If eligibility is met then the retiree is eligible for coverage in the appropriate retiree health plan, which provides medical benefits to retirees and their eligible dependents for the retiree's lifetime.

AFSCME

Eligibility Criteria for Receiving Full Retirement Benefit

SERS

- Retirement at age 60 or above with at least 3 years of credited service
- Retirement under age 60 with at least 35 years of credited service
- Retirement at any age with an approved disability and at least 5 years of credited service

PSERS

- Retirement at age 62 or above with at least 1 year of credited service
- Retirement at age 60 or above with at least 30 years of credited service
- Retirement at any age with 35 years of credited service
- Retirement at any age with an approved disability and at least 5 years of credited service

ARP (TIAA/Fidelity)

- Retirement at any age

IMPORTANT INFORMATION ON RETIREMENT BENEFITS: In addition to meeting the age and service criteria for the Majority Paid Retired Employees Health Program and the Sick Leave Payout, employees must retire and begin drawing a lifetime annuity from one of the PASSHE retirement plans (SERS, PSERS, or the ARP).

Eligibility Criteria for Majority Paid Retired Employees Health Coverage

Retiring On or After July 1, 2008

- Retirement at age 60 or above with at least 20 years of credited service
- Retirement under age 60 with at least 25 years of credited service
- Retirement at any age with an approved disability and at least 5 years of credited service

- Grandfathering Provision: Retirement at age 60 or above with at least 15 years of service if:

- Employee had at least 15 years of credited service as of June 30, 2008 or
- Employee had at least 13 years of credited service and was within one year of superannuation (age 60) as of June 30, 2008

Pre- Retirement Eligibility Checklist (Example-AFSCME)

Step 2: Determining Eligibility:

Depending on which employment group you are a part of will be a determining factor in eligibility. Following your review of the pre-retirement checklist for your employment group, you should be able to determine your eligibility for Retirement, Majority Paid Annuitant Health Care coverage and/or the Sick Leave Payout.

For example, as an AFSCME employee), my hire date is 9/2/1986, I am a SERS participant, & my DOB is 4/18/1959, therefore the criteria I must meet to be eligible for retirement is as follows (as laid out on the pre-retirement checklist and also on the PASSHE website):

AFSCME

Eligibility Criteria for Receiving Full Retirement Benefit

SERS

- Retirement at age 60 or above with at least 3 years of credited service
- Retirement under age 60 with at least 35 years of credited service
- Retirement at any age with an approved disability and at least 5 years of credited service

PSERS

- Retirement at age 62 or above with at least 1 year of credited service
- Retirement at age 60 or above with at least 30 years of credited service
- Retirement at any age with 35 years of credited service
- Retirement at any age with an approved disability and at least 5 years of credited service

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Eligibility Criteria for Majority Paid Retired Employees Health Coverage:

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 - Employee had at least 15 years of credited service as of June 30, 2008 or
 - Employee had at least 13 years of credited service and was within one year of superannuation (age 60) as of June 30, 2008

Determining Eligibility

(AFSCME continued)

Any employee already employed by the Commonwealth/State System on July 1, 2007 who has previously earned non-Commonwealth service credit will keep that service credit towards REHP coverage. Any such service credit earned after July 1, 2007 (or earned before July 1, 2007 by someone not currently employed by the Commonwealth/State System) will not count. An exception will be made for military service.

Eligibility Criteria for the Sick Leave Payout

- ☺ Retirement at age 60 or above with at least five years of credited service
- Retirement under age 60 with at least 25 years of credited service
- At any age with an approved disability retirement

IMPORTANT INFORMATION ON REHP Costs

Employees who retire on or after July 1, 2007, and elect REHP coverage shall be required to contribute to the cost of coverage. Effective January 1, 2012, the annual retiree contribution rate for employees who retire on or after July 1, 2011 shall be three percent (3%) of the employee's final average salary at the time of retirement, as determined by the methodology utilized by the State Employees' Retirement System to calculate pension benefits, and will be payable monthly at the rate of one-twelfth of the annual retiree contribution rate. Further, effective January 1, 2012, the annual retiree contribution rate for all present and future Medicare eligible retirees who have a contribution rate of three percent (3%) will be reduced to one-and-one-half percent (1.5%) of the appropriate base (final gross annual salary or final average salary) when a retiree becomes eligible for Medicare coverage, and will be payable monthly at the rate of one-twelfth of the annual retiree contribution rate.

So now that you understand & have determined that you meet the eligibility criteria, do you have a retirement date in mind?

What's next?

Follow along with the PASSHE Pre-retirement checklist for guidance on what to do next.

Step 3: Decide if it is time to retire/Choose a retirement date.



**Pre-Retirement Checklist for
PASSHE Alternative Retirement Plan (ARP) Enrollees**
(TIAA & Fidelity Investments)

	DATE COMPLETED
<input type="checkbox"/> 1. View the retirement Power Point: http://www.passhe.edu/inside/HR/syshr/prospective_retiree/Pages/default.aspx	1. ___/___/___
<input type="checkbox"/> 2. Election of a Monthly Annuity: Meet with your ARP representative to complete the documents to establish your retirement annuity. ARP participants must annuitize at least \$10,000 in order to be eligible for any sick leave payouts and Annuitant Health Care Program (AHCP) enrollment. This final paperwork must be completed no later than two weeks prior to your retirement date. Failure to meet this deadline may result in the delay of processing your healthcare enrollment and/or your sick leave payout.	2. ___/___/___
<input type="checkbox"/> 3. Tax-Deferral of Leave Payouts: If eligible for the sick leave payout, decide if you want to defer all or a portion of your payout (subject to IRS limitations) into the Deferred Compensation 457 account.	3. ___/___/___
<input type="checkbox"/> 4. Complete the TIAA Enrollment Form and the Fidelity Enrollment Form. If you are age 65+ and are electing to be enrolled in Medicare Part A and Part B, you must complete and sign a Deferral Agreement designating the amount you wish to defer. You must receive your signed Deferral Agreement designating the amount approved by your representative before the first day of your leave. To tax defer your leave amount, with Empower Retirement Services, contact Payroll Services, (724) 738-2200.	4. ___/___/___

INDIANA UNIVERSITY OF PENNSYLVANIA

RETIREMENT COUNSELING SCHEDULE

Plan representatives will be available for appointments with employees at the dates listed below. Unless otherwise noted, appointments will be in Sutton Hall, Room G-2A.

Detailed information on the Pennsylvania State System is available on the [State System website](#).

TIAA

Chad Firmstone from TIAA will be on campus for individual counseling sessions:

- Wednesday, May 1, 2019
- Tuesday, May 14, 2019
- Tuesday, June 11, 2019
- Wednesday, June 26, 2019

To schedule an appointment with Firmstone, contact the TIAA scheduling center at 877-209-3136 or at 412-365-3012 or cfirmstone@tiaa-cref.org.

FIDELITY INVESTMENTS

George Maccarelli from Fidelity Investments will be on campus for individual counseling sessions:

- Tuesday, May 7, 2019
- Friday, June 14, 2019

To schedule an appointment call 800-642-7131.

STATE EMPLOYEES' RETIREMENT SYSTEM (SERS)

Then, meet with your designated retirement counselor(s) <https://www.iup.edu/humanresources/benefits/retirement/retirement-counseling-schedule/>

Sick Leave Payout

If you meet the eligibility criteria upon retirement:

① You may elect to take your sick leave payout in one lump sum payment

Or
② Choose to enroll in the Deferred Compensation Plan through Empower Retirement and/or enroll in the TSA – 403(b) plan

The screenshot shows the Pennsylvania State Employee Retirement System website. At the top, there is a navigation bar with links for 'About SERs', 'News Room', 'Employers', and 'Contact'. Below this is a search bar with the text 'Google Custom Search'. The main content area is titled 'Enroll Now' and features a graphic for the 'DEFERRED COMPENSATION PLAN' with the subtitle 'Supplemental Benefit'. The text explains that saving through a 'deferred comp' plan is a smart way to work toward a more rewarding future. It also includes a section titled 'Take charge of your financial future' which encourages employees to enroll and review investment options. A 'Plan Resources' section lists links for 'FEATURES AND HIGHLIGHTS' and 'LEAVE PAYOUT ROLLOVER'.

The screenshot shows the 'Voluntary Retirement Plans' page on the Empower Retirement website. The page title is 'Voluntary Retirement Plans'. The main text states: 'The State System offers two additional options to save and invest extra money for retirement. Whether you are supplementing your group retirement plan or you are not eligible to enroll in the group retirement plan, the voluntary retirement plans are available to all employees upon their date of hire. Employees can choose to contribute up to the annual IRS limits in both plans. There are no employer contributions for these plans.' Below this text is a list of plan types: 'Deferred Compensation - 457 Plan' and 'Tax-Sheltered Annuity - 403(b) Plan'. Each plan type has a brief description and a 'Read More' button. The 'Deferred Compensation - 457 Plan' description mentions 'Your 457 Plan offers a simple, flexible way for you to save for retirement. With its powerful pretax and Roth saving features, investment options and planning resources, you can work toward replacing your working income in retirement - for life. Review your 457 Plan highlights document to see how your 457 Plan can help you save, invest and prepare for retirement.' The 'Tax-Sheltered Annuity - 403(b) Plan' description mentions 'Employees are able to choose from TIAA and/or Fidelity as their TSA vendor and choose from the same core investment lineup as the ARP retirement plan, offering the lowest possible fee structure. A brokerage window is available for employees who desire investment choices from the core lineup.'

The screenshot shows the 'Voluntary Retirement Plans' page on the Empower Retirement website, specifically the 'Deferred Compensation/ TSA Comparison' section. The page title is 'Voluntary Retirement Plans'. The main text is titled 'Deferred Compensation - 457 Plan' and describes the plan's features: 'Your 457 Plan offers a simple, flexible way for you to save for retirement. With its powerful pretax and Roth saving features, investment options and planning resources, you can work toward replacing your working income in retirement - for life. Review your 457 Plan highlights document to see how your 457 Plan can help you save, invest and prepare for retirement.' Below this text are two links: '- Enroll Now' and '- Plan Highlights'. The Empower Retirement logo is visible at the bottom left of the page.

Deferred Compensation Plan: 457(b)

- “Deferred comp” makes it easy to set aside more money for retirement by allowing you to have some of your pay automatically deducted on a pre-tax basis and invested.

Defer From Your Leave Payout:

According to the IRS, leave payouts are eligible for deferral into deferred comp accounts. Current IRS limits affect the actual amount you can defer.

If you do not yet participate in deferred comp, there may be time to establish a new account; however, **you must be enrolled and have begun your first payroll deduction in the month prior to the first 1st of the month in which you will be retiring.**

Empower Retirement Deferred Compensation Plan (457)

- Employees planning for an upcoming retirement can [schedule a virtual Retirement Readiness Review online](#).
- For employees interested in enrollment, all instructions and required codes can be found on the [SERS Deferred Compensation enrollment website](#).
- For more information on the 457 plan, go to the [Deferred Compensation Program website](#).

Contact the Empower Retirement Counselor for more information or review more information at the following websites:

<http://www.passhe.edu/inside/HR/syshr/retirement/Pages/Voluntary-Retirement-Plans.aspx>

<http://sers.pa.gov/DeferredCompensationPlan.html>

Deferred Compensation

Deferring Into the 457 plan

Current DCP Participants: If you are currently enrolled in the Deferred Compensation Plan, you must complete and sign another Salary Deferral Agreement designating the specific dollar amount you wish to defer. Empower Retirement Services **must receive** your signed Salary Deferral Agreement designating the sick leave payout amount approved by your Empower Retirement representative before the first day of the month in which you will receive your leave payout.

Non-DCP Participants: If you are not currently enrolled in the Deferred Compensation Plan, you must first enroll in the DCP which will require additional processing time. You must have at least \$5 deducted from your pay prior to the pay in which you defer your payout in order to meet the IRS requirements. Refer to the [Deferred Compensation Website](#) for more information and to enroll. You must then complete and sign another Salary Deferral Agreement designating the specific dollar amount you wish to defer. Empower Retirement **must receive** your signed Salary Deferral Agreement designating the sick leave payout amount approved by your Empower Retirement representative 45 days prior to your date of retirement.

For more information on the 457 plan and to enroll online, go to the [Deferred Compensation Program website](#). Review the information available and then schedule a [Virtual Retirement Readiness Review](#) online. You can also contact Customer Service at 1-800-633-5461, Option 1. To provide the final salary deferral amount on the Sick & Annual Salary Deferral Agreement form, you will need to know the dollar amount of the payout. An estimate can be requested from Kyle Schons in Benefits Services of the Office of Human Resources. kschons@iup.edu

TSA Deferring Leave Payouts

Employees who are retiring can contribute a portion of their final payout and leave payouts into the Tax-Sheltered Annuity (TSA) 403b Plan, within IRS limits. By making a pre-tax deferral into the TSA, employees can reduce taxes withheld from the final paycheck and boost their retirement savings. **Employees must have an active TSA account with TIAA and/or Fidelity or have established an account by enrolling through TIAA and/or Fidelity.** To open an account, navigate to www.passhe.edu/enrollTSA and click on the [Retirement@Work](#) link. To view more details of the plan navigate to www.passhe.edu/enrollTSA.

ABOUT NEWS OFFICES UNIVERSITIES STUDENTS EMPLOYEES

Voluntary Retirement Plans

Home > OOC >

Deferred Compensation/ TSA Comparison

Deferred Compensation - 457 Plan

Your 457 Plan offers a simple, flexible way for you to save for retirement. With its powerful pretax and Roth saving features, investment options and planning resources, you can work toward replacing your working income in retirement - for life. Review your 457 Plan highlights document to see how your 457 Plan can help you save, invest and prepare for retirement.

- [Enroll Now](#)
- [Plan Highlights](#)

 **EMPOWER**
RETIREMENT

TSA (Tax Sheltered Annuity) 403 (b)

Deferring Into the TSA 403b

Employees who are retiring can contribute a portion of their final payout and leave payouts into the Tax-Sheltered Annuity (TSA) 403b Plan, within IRS limits. By making a pre-tax deferral into the TSA, employees can reduce taxes withheld from the final paycheck and boost their retirement savings. Employees must have an active TSA account with TIAA and/or Fidelity or have established an account by enrolling through TIAA and/or Fidelity. To open an account, navigate to www.passhe.edu/enrollTSA and click on the [Retirement@Work](#) link. To view more details of the plan navigate to www.passhe.edu/enrollTSA.

Employees should ask HR for a leave payout estimate in order to help them determine how much they may be able to defer. Any questions about your TSA account or eligible amounts to defer should be directed to your TSA vendor representative. Employees who do not have an existing account will need to establish an account with TIAA and/or Fidelity.

Submit your completed [TSA Leave Deduction Agreement](#) directly to tsadeferral@passhe.edu or by fax to 717-720-4162. To make sure enrollment and forms are received, it is recommended to complete the process 30 days in advance of your retirement date.

The screenshot shows a webpage with a dark blue header containing navigation links: ABOUT, NEWS, OFFICES, UNIVERSITIES, STUDENTS, EMPLOYEES, STATE DATA, and STATE. The page title is "Tax-Deferring Your Leave Payouts" and the breadcrumb trail is "Home > OOC > HR > En...". The main content area has a white background with blue text. It starts with a paragraph explaining that the State System allows deferral into TSA and Deferred Compensation plans, up to IRS limits, and that pre-tax deferral can reduce taxes and boost savings. A sub-section titled "Deferring Into the TSA 403b" explains that employees need an active TSA account with TIAA and/or Fidelity, and provides the URL www.passhe.edu/enrollTSA and the "Retirement@Work" link. It also states that completed TSA Leave Deduction Agreements should be sent to tsadeferral@passhe.edu or by fax to 717-720-4162, and that the process should be completed 30 days in advance of retirement. A partial link to www.passhe.edu/enrollTSA is visible at the bottom of the screenshot.

Sick Leave Payout

1. Employees who have an accrued sick leave balance may be eligible for a payout of a portion of this balance at retirement.
2. Employees must begin to draw their monthly pension **within 90 days** of separation, otherwise the sick leave payout is forfeited.

General eligibility rules:

- Age 60* with 5 years service
- Retirement under age 60 with 25 years service

Service requirements and payout calculations vary for different employee groups – more information is available in the retirement guide applicable to your employee group (available on the State System website)

http://www.pashe.edu/inside/HR/syshr/prospective_retiree/Documents/REHP_Retirement_Guide.pdf

**AFSCME/PSSU/SPFPA/OPEIU – Requires attainment of “superannuation age”, which is determined by the retirement plan and class of service in which the employee is enrolled. It is age 60 for ARP participants and, in many cases, age 60 for SERS, and age 62 for PSERS.*

Sick Leave Payout

AFSCME/SEIU Employees may be eligible for a payout of their sick leave upon retirement. **You must establish a monthly lifetime retirement annuity within 90 days of separation.** Below are the criteria for payment of sick leave.

SERS/PSERS		
Retirement Age	Years of Service	Type of Service
Superannuation age	5	Credited Service
Prior to Superannuation age	25	
Any with Approved Disability Retirement	5	

Credited service - includes years of service credited by SERS and PSERS retirement plan and may include purchased service.

ARP		
Retirement Age	Years of Service	Type of Service
Age 60 with ARP	5	Commonwealth/State System Service
Prior to age 60 with ARP	25	
Any with Approved Disability Retirement	5	

Payment Schedule:

<i>Days Available at Retirement</i>	<i>Percentage Buy-Out</i>	<i>Maximum Days Paid</i>
0-100	30%	30
101-200	40%	80
201-300	50%	150
Over 300 (earned in last year of employment)	100% of days over 300	11

Leave balances are reported on ESS as the number of hours an employee has accrued. To convert hours to days, divide the number of leave hours accrued by 7.5 hours.

Sick Leave Payout (AFSCME/SEIU)

Request a Leave Payout Estimate

Once you have determined a date of retirement and established that you meet the eligibility criteria to receive a sick and/or annual leave payout,

- Contact Kyle Schons in Benefits Services to request a Leave Payout Estimate:
kschons@iup.edu
 - If applicable, employees are also eligible to have any remaining annual, compensatory, or holiday leave paid out.
 - Kyle will email you confidentially within a few days and include the estimated figures that you can expect to receive upon retirement for any remaining leave that you may be eligible to be paid out.
 - If you are participating in the Deferred Compensation program, you must then complete and sign a Sick & Annual Salary Deferral Agreement form designating the specific dollar amount you wish to defer. Empower Retirement must receive your signed Salary Deferral Agreement designating the sick leave payout amount approved by your Empower Retirement representative **45 days prior to your date of retirement.**
- **Employees can participate by deferring to both the 457 plan and their TSA within IRS limits.**

Retiree Health Insurance: REHP (Retired Employees Health Program)

- The PEBTF Administers the REHP. Further details available at <https://www.pebtf.org/> or by calling (800) 522-7279.
- Eligible retirees, spouses and eligible dependent children will be enrolled in the Retired Employees Health Program (REHP)
- Provides coverage for the lifetime of the retiree (survivor spouse coverage available)
 - Eligible dependents (spouse/children) may be added or removed at open enrollment or upon a qualifying life event
- Dependent children eligibility rules differ from the active employee plan:
 - Children eligible up to age 26
 - Further details available in the applicable Retirement Guide: http://www.passhe.edu/inside/HR/syshr/prospective_retiree/Documents/REHP_Retirement_Guide.pdf and at <https://www.pebtf.org/Retired/NonMedicare/Default.aspx>

State System of Higher Education
Retirement Guide

AFSCME, SEIU

Active Members Retiree Members: Non-Medicare Eligible Retiree Members: Medicare Eligible Get Healthy Publications & Forms Make a Payment

Retired Members Information - Non-Medicare Eligible

Non-Medicare eligible retirees and dependent(s)

- [PPO - Preferred Provider Organization](#)
- [HMO - Health Maintenance Organization](#)

[Preventive Benefits](#)

To compare plans offered in your county of residence, [click here](#).

Additional Benefits

- [Mental Health and Substance Abuse](#) - Provided by Optum [formerly United Behavioral Health (UBH)]
- [REHP Prescription Drug Plan](#)
- [Durable Medical Equipment \(DME\) Prosthetics, Orthotics, Diabetic and Medical Supplies Benefit](#)

[Health Advocate](#)

[Information about Help in Paying for Your Health Insurance Coverage](#)

Medical Insurance – Retired Employees Health Program (REHP)

Below are the criteria for majority paid coverage in the REHP, which provides medical benefits upon retirement to retirees and their eligible dependents for the retiree's lifetime.

Eligibility Criteria – AFSCME/SEIU

Retirement Date	Age	Years of Service	Type of Service
On/After July 1, 2008	60	20	Credited Service*
	Any	25	
	Any with Approved Disability Retirement	5	

Non-Medicare Eligible (Under 65)	Medicare Eligible (Over 65)
<p>PPO - Preferred Provider Organization</p> <ul style="list-style-type: none"> - Choice PPO - Basic PPO <p>HMO - Health Maintenance Organization - Varies by county throughout the state.</p>	<p>MPPO - Medicare Preferred Provider Organization</p> <p>MHMO - Medicare Health Maintenance Organization - Varies by county throughout the state.</p>
<p>Preventive Benefits To compare plans offered in your county of residence, click here.</p>	<p>Preventive Benefits To compare plans offered in your county of residence, click here.</p>
<p>Additional Benefits</p> <ul style="list-style-type: none"> - Mental Health and Substance Abuse - Provided by Optum (formerly United Behavioral Health (UBH)) - REHP Prescription Drug Plan - Durable Medical Equipment (DME) Prosthetics, Orthotics, Diabetic and Medical Supplies Benefit 	<p>Additional Benefits REHP Medicare Part D Prescription Drug Plan</p>
<p>Rate Information 3% of final average salary</p>	<p>Rate Information 1.5% of final average salary</p>
<p>PPO Buy-Up If, as an Active employee, you were hired on or after August 1, 2003 and elect the PPO plan you will pay the following rates in addition to 3% of your final average salary:</p> <ul style="list-style-type: none"> Single Monthly Cost - \$58.74 Family Monthly Cost - \$117.48 	<p>PPO Buy-Up Medicare retirees are not subject to the PPO buy-up, unless non-Medicare eligible dependents are on the contract.</p>

REHP

○ Retirees have a choice among various plan options specific to non-Medicare and Medicare eligible participants

○ Retiree premium contributions:

- Under age 65 (non-Medicare eligible) – 3% of final average salary
 - Visit: <https://www.pebtf.org/Retired/NonMedicare/Default.aspx> for more details on under age 65 plan options
- Age 65+ (Medicare eligible) – 1.5% of final average salary
- Additional buy-up costs for PPO plan coverage may apply
 - Visit: <https://www.pebtf.org/Retired/Medicare/Default.aspx> for more details on over age 65 plan options

○ The PEBTF provides REHP Benefits videos to assist employees in understanding their eligibility and their options under the REHP: Visit <https://www.pebtf.org/Retired/NonMedicare/REHPVideos.aspx>

○ Further details regarding the REHP are available in the REHP Benefits Handbook: https://www.pebtf.org/PDF/REHP_Handbook.pdf

Active Members Retiree Members: Non-Medicare Eligible Retiree Members: Medicare Eligible Get Healthy Publications & Forms Make a

Retired Members Information - Non-Medicare Eligible

Non-Medicare eligible retirees and dependent(s)

- [PPO - Preferred Provider Organization](#)
- [HMO - Health Maintenance Organization](#)

[Preventive Benefits](#)

To compare plans offered in your county of residence, [click here](#).

Additional Benefits

- [Mental Health and Substance Abuse](#) - Provided by Optum (formerly United Behavioral Health)
- [REHP Prescription Drug Plan](#)
- [Durable Medical Equipment \(DME\) Prosthetics, Orthotics](#)

[Health Advocate](#)

[Information about Help in Paying for Your Health Insurance](#)

PA
Pennsylvania
Retired Employees Health Program
(REHP)

PEBTF
PENNSYLVANIA EMPLOYEES BENEFIT TRUST FUND

Active Members Retiree Members: Non-Medicare Eligible Retiree Members: Medicare Eligible Get Healthy Publications & Forms

REHP Benefit Videos

The following videos provide information on a variety of topics pertaining to retiree benefits.

- [Death](#)
- [Decline, Defer, Opt Out](#)
- [Disability](#)
- [Eligibility](#)
- [Medicare](#)

REHP Details

Retiree Premium Contributions

If you are a SERS member, your retiree health premium contributions will be deducted from your monthly annuity payment

If you are an ARP or PSERS member, you will be billed by the PEBTF for your retiree health premium contributions.

Delaying Enrollment

If you don't need retiree health coverage immediately after retirement, you may delay your enrollment to a future date. There is a one time waiver for enrollment at a later date.

Medicare Enrollment

Medicare-eligible retirees and spouses (generally those age 65+) must enroll in Medicare Part A and B.

**If your spouse has active health coverage, it is in your best interest to remain in active coverage vs. enrolling in Medicare A&B for as long as possible. Example: A staff member is married to a faculty member or manager; upon retirement the retired staff member should be added to the actively working spouse's plan.*

REHP Enrollment Process

Upon submitting your notice of retirement, Benefits Services of the Office of Human Resources, will provide you with a confirmation of retirement letter, which includes an overview of relevant details pertinent to your retirement.

- ARP/PSERS participants will receive the REHP enrollment form enclosed with their retirement letter from Benefits Services.
- SERS participants will complete their REHP enrollment form when meeting with the SERS representative to sign your final forms for establishing your monthly pension.
- To enroll in REHP you must complete the enrollment form and return it to Benefits Services (ARP/PSERS participants).
- Once received, your enrollment form is submitted to the Central Benefits Office in Harrisburg.
- Retirees will not be enrolled in REHP until the Central Office has verified that the annuity has been established.
- ID card(s) will be received after your enrollment into REHP. *It is strongly recommended to not schedule visits with your provider until two weeks after your retirement date in the event of any delays.*

Medicare Enrollment

○ Employees/spouses who are age 65+ must contact Social Security prior to retirement to enroll in Medicare Part A and Part B (if not already enrolled).

○ Medicare enrollment must be effective the **first of the month** in which you will retire.

○ For more details on benefits and coverage, visit the Medicare benefits summary:
http://www.pashe.edu/inside/HR/syshr/current_retiree/Documents/Medicare_Benefit_Summary.pdf

○ A number of ways to enroll:

- Online – www.medicare.gov
- Phone - 1-800-772-1213
- Visit your local Social Security office

PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION 2019 MEDICARE BENEFIT SUMMARY			
BENEFITS AND COVERAGE	MEDICARE (PARTS A & B)*	BLUE SHIELD SIGNATURE-65	MAJOR MEDICAL
Hospitalization Room and Inpatient Services	Pays for first 60 days after Part A deductible of \$1,364 for each benefit period; pays after coinsurance for days 61-150	Pays \$1,364 Part A deductible plus coinsurance for days 61-150 plus 30 additional days for in-hospital care for covered services	80% excess
Outpatient Hospital Services Surgery, Diagnostic Services, Rehabilitation Facility Services and Therapy	Pays 80% of approved charges after \$185 annual Part B deductible	Pays 20% of Medicare approved charges after \$185 Part B deductible which may be submitted to Major Medical	80% excess
Emergency Services Urgently Needed Care and Ambulance Services	Pays 80% of approved charges after \$185 annual Part B deductible	Pays 20% of Medicare approved charges after \$185 Part B deductible which may be submitted to Major Medical	80% excess
Skilled Nursing Facility Services	Pays fully for first 20 days; pays after coinsurance for days 21-100; beyond 100 days there is no coverage	Pays coinsurance for days 21-100; if skilled care is still required, you may use 2 days for each of the 30 additional unused in-hospital days	80% excess
Physician Services Office Visits, Surgery, Doctor Services, and Laboratory Services	Pays 80% of approved charges after \$185 annual Part B deductible	Pays 20% of Medicare approved charges after \$185 Part B deductible which may be submitted to Major Medical	80% excess
Prescription Drugs/Medications	Not covered	Not covered under Blue Shield Signature-65; however, members are must utilize their Highmark ID Card to receive the discounted prescription drug price and then submit to Major Medical for reimbursement	80%
Durable Medical Equipment	Pays 80% of approved charges after \$185 annual Part B deductible	Pays 20% of Medicare approved charges after \$185 Part B deductible which may be submitted to Major Medical with any remaining balance	80% excess

- You will be required to complete your portion of the Employer Verification form and have the Benefits Services Manager complete the remaining portion of the form as part of the Medicare Part B enrollment process.
- This form cannot be completed by the Benefits Manager until a notice of retirement has been submitted.
- Once you receive your Medicare card(s), provide them to IUP Benefits Services who will forward a copy to the Central Office for their records.

Other Benefits: Vision/Dental

Dental/Vision Insurance:

The REHP does not offer dental or vision coverage to retirees. There are several options that may be available to you:

1. If you are receiving a pension or eligible to receive a pension from the Commonwealth/State System, vision and dental coverage may be available through **PARSE**: www.parseofpa.org.
2. If you are eligible for **COBRA**, you can elect to continue the same vision and/or dental plan or both at a cost that is only 2% higher than the rate that was paid as an active employee, for a period of 18 months (sometimes longer depending on circumstances). You will be sent COBRA information & election forms from the 3rd Party Administrator.
3. NVA/United Concordia will provide you with the option to purchase a plan directly from them.
4. Pay eye doctor or dentist directly.

It is up to you to compare the plans, the costs, and take your personal circumstances into consideration when making a choice.

Other Benefits: Hearing

Hearing Insurance:

The REHP does not include hearing coverage for retirees.

1. If you are receiving a pension or eligible to receive a pension from the Commonwealth/State System, hearing coverage may be available through **PARSE**: visit www.parseofpa.org or call 1-800-286-6149.
2. Pay Hearing Specialist directly.

It is up to you to compare the plans, the costs, and take your personal circumstances into consideration when making a choice.

Other Benefits: Tuition Waiver

○ Continuation of the Tuition Waiver is dependent upon the criteria within your employment group.

○ Please visit:
<https://www.iup.edu/humanresources/benefits/tuition-waiver/eligibility-and-benefit/>

○ A Summary chart of benefits and eligibility can be viewed here:
<https://www.iup.edu/humanresources/benefits/tuition-waiver/eligibility-and-benefit/eligibility-and-benefit-grids/>

TUITION WAIVER ELIGIBILITY AND BENEFIT DETAILS BY EMPLOYEE GROUP

[Tuition Waiver Eligibility and Benefit Verification Portal](#)

This tool provides personalized eligibility and benefits by answering a few simple questions.

To print your final results, right click and select Print or Print Preview.

OR

Click on group name for detailed tuition waiver eligibility and benefits:

[AFSCME](#)

[APSCUF Faculty](#)

[Management \(Non-represented\)](#)

[Coaches \(Non-Faculty\)](#)

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Other Benefits (continued)

State Employee Assistance Program (SEAP)

SEAP benefits continue upon enrollment in the REHP. SEAP is the free assessment and referral service for commonwealth employees and their family members; this includes everyone who lives in your house, as well as your parents, adult children, and siblings regardless of where they live. SEAP provides counseling for a wide variety of personal, financial, and legal services. This is no cost to you for this benefit.

Group Life Insurance

Your employer-paid group life insurance coverage will cease on the last day of the month in which your employment ends. You will receive a conversion notice in the mail directly from MetLife. You have the option to convert the same or a lesser amount of your current group coverage into an individual insurance policy purchased at your own expense. **You will have 15 days from the date the notice is received to make a decision.**

Voluntary Benefits After Retirement

Voluntary Group Life (VGLIP) and Accidental Death and Dismemberment (ADD) Insurance

Your VGLIP/ADD coverage will cease on your last day of employment. Forms will be provided to you upon retirement from Benefits Services in HR to convert/port any existing coverage with CIGNA.

Long Term Disability (LTD)

LTD insurance will cease upon retirement.

Tax-Sheltered Annuity 403(b) (TSA)

Money can be withdrawn 30 days after separation. Contact your financial advisor or vendor representative for more information.

Deferred Compensation 457(b)

Money can be withdrawn at any time after separation. Contact your Empower representative for more information.

Flexible Spending Account (FSA)

Remember to submit qualified expenses incurred prior to your date of separation. Reimbursement from your medical account will not be permitted for expenses incurred after your last day worked, unless you elect COBRA coverage for FSA.

What if I don't meet the eligibility criteria for health insurance but still want to retire?

- Employees that don't meet the eligibility requirements for health insurance but otherwise meet all other requirements to be considered a PASSHE retiree are still eligible to retire.

So you meet the eligibility criteria for the REHP and for the Sick Leave Payout, but now what?

What do I need to do to ensure that I receive these benefits?

In addition to meeting the age and service criteria for the Majority Paid REHP and the Sick Leave Payout, employees must retire and begin drawing a lifetime annuity from one of the PASSHE retirement plans (SERS, PSERS, or the ARP).

1. Establish your retirement date.
2. Meet with your designated Retirement Counselor. It is strongly recommended to meet with your vendor representative to complete the annuity paperwork and understand the options available in setting up your annuity. You should contact your vendor representative no less than 90 days prior to your retirement. *(ARP participants must annuitize a minimum of \$10,000).*
3. Schedule a retirement planning meeting with the Benefits Manager in HR to ensure that you understand and are comfortable with your decision to retire and to assist you with any additional questions.
4. Submit your notice of retirement appropriately as indicated on the PASSHE pre-retirement checklist.

Things to Know

- If an employee moved from out of state and had an ARP plan that was rolled into the PASSHE plan, upon retirement this may slightly delay the process as you may need to work with retirement vendor representatives from out of state to assist you with your annuity and retirement funds. Please allow ample time in establishing your annuity and contact your retirement vendor for assistance.
- If you choose to continue working after your retirement from IUP/PASSHE, in general, if your retirement plan was SERS or the ARP, you **MAY** work after retirement from the State System with any employer that is **NOT** affiliated with the State System or the Commonwealth of PA. If your retirement plan was PSERS, PSERS has established rules that are different from SERS regarding working after retirement. Retirees should consult PSERS for additional clarification.
- Working in retirement may have tax implications – consult your tax advisor

