Leaving the University
Information for Administrative and Classified Staff Members

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ABOUT THIS BOOKLET
This is a resource to help you transition from Bowling Green State University. The following pages review important information about pay and benefits, insurance enrollment and continuation options (if available), and retirement participation. In the event of a conflict between this booklet and the applicable plan or BGSU policy, the plan or the policy will control.
IMPORTANT INFORMATION ABOUT PAY AND BENEFITS

Final Pay
Your final check will be directly deposited into your bank account. Administrative staff will be paid their final regular pay on the 20th of the month in which they separate from BGSU. Classified staff will be paid their final regular pay according to the classified staff pay scheduled.

Tax Withholding (W2)
The University will not provide the Form W-2 electronically to an individual who has terminated employment with BGSU. These individuals will receive paper copies via U.S. mail. If you have any questions, please contact the Payroll Department at 419-372-2201.

Forwarding Address
If you plan to relocate, you should notify the University of your new mailing address by changing your home address in MyBGSU using the Update Personal Info tool prior to leaving the University. This will ensure timely delivery of your W-2 form and any COBRA package that you may be eligible for. Please contact the Payroll Department if you are not able to make the change in MyBGSU.

LEAVE BALANCES

Vacation Leave Payout—Administrative Staff
If you have been employed for more than 1 year, upon separation from BGSU, you will be receiving payment for unused vacation time according to the University policy. Payment will be deposited on the 20th of the month following your final regular pay. Payment is based upon the staff's hourly rate of pay at time of separation.

Administrative staff are eligible for payment of unused vacation not to exceed the maximum accruals unless stated otherwise in your contract/offer letter. Maximum accrual rates are listed in the Administrative Staff Handbook.

Vacation Leave Payout—Classified Staff
At the time of separation from BGSU, all permanent 12-month, part-time and full-time classified staff who have completed at least 2,081 hours of service to the University are eligible to receive payment of accrued unused vacation time not to exceed the maximum accrual. Maximum accrual rates are determined by length of service and are listed in the Classified Staff Handbook. Payment will be deposited 2 weeks after their final regular pay. Payment is based upon the staff's hourly rate of pay at time of separation.

Compensatory (Comp) Leave Payout—Classified Staff
At the time of separation from BGSU, all part-time and full-time classified staff are eligible to receive payment of accrued unused compensatory time not to exceed the maximum accrual. Maximum accrual rates are listed in the Classified Staff Handbook. Payment will be included with the final regular pay. Payment is based upon the staff's hourly rate of pay at time of separation.

Personal Leave
Failure to use all personal leave balances during the calendar year in which they are received will result in forfeiture of the unused personal leave. At the time of separation from the University, employees are not eligible for payment of unused personal leave balances.
Sick Leave —Resignation
Sick leave is not paid out to staff members who resign or are terminated for any reason other than retirement. The balance of sick leave will stay on account with BGSU for 10 years. You may transfer your sick leave balance to another state of Ohio agency, provided reemployment takes place within 10 years of resignation. After 10 years, any balance will be eliminated.

Sick Leave Payout—Retirement
At the time of retirement from BGSU with 10 or more years of total public service (in the state of Ohio), an employee may elect to receive a payout for one-fourth of their accrued but unused sick leave balance not to exceed a maximum of 240 hours. In order to be eligible, the employee must meet the age and service requirements defined by their elected retirement plan. If they decide on this option, payment will be based on the rate of pay earned at the time of the retirement date.

Note: Under current Ohio law, retirement from the state of Ohio can only occur once. Therefore, if an employee retires from a state institution and does not elect a sick leave payout, they will forfeit any future sick leave payout. However, they may transfer their unused sick leave balance to another state institution within a 10-year period for future use but no future payout can occur.

In the event of an employee death while in service to Bowling Green State University, and with ten or more years of total public service in the state of Ohio, the beneficiary or estate of the employee is eligible to receive payment for one-fourth of the employee’s accrued but unused sick leave balance not to exceed the same maximum number of 240 hours.

Deferring Sick and/or Vacation Payout
If you are eligible to receive a sick and/or vacation payout, you can defer any portion of your payout into a 403(b) and/or 457(b) up to the IRS annual limit. Please visit the Supplemental Retirement Plans website to get instructions on how to make contact with providers. The changes must be made before the payroll cut-off date that corresponds with your final pay date. Visit the Payroll Cut-Off Dates located on the Payroll website.

INSURANCE

Medical, Dental and/or Vision
Your coverage (if enrolled) will end on the last day of the month in which you separate from BGSU. You and your dependents may continue health benefits through the Consolidated Omnibus Budget Reconciliation Act (COBRA) for 18 months.

COBRA
If you participate in the employee health care plans, you will be offered the opportunity to continue your health care coverage under COBRA (Consolidated Omnibus Budget Reconciliation Act of 1986). You will receive a letter from Chard-Snyder explaining eligibility for continuation of coverage, premium rates and when payments will be due. You will then have 60 days from the date on the letter to elect COBRA continuation coverage. You have an additional 45 days from the date of election to make your first premium payment. COBRA continuation coverage will be effective the first of the month following the date your coverage ends. If you have questions about your COBRA coverage, please contact Chard-Snyder customer service at 1-888-993-4646, 8 a.m. to 8 p.m.
Health Savings Account (HSA)
Your participation in the Health Savings Account (if enrolled) will end on the last day of the month in which you separate from BGSU. After leaving the University, you will be responsible to pay the monthly HSA service fee as long as the account remains open. The money contributed to your Health Saving Account is yours to keep. The rules still apply to using these monies for approved expenses only. If you have any questions about your HSA account, please contact PNC bank at 1-844-356-9993.

Health Care Flexible Spending Account (FSA)
Your participation in the Health Care Flexible Spending Account (if enrolled) will end on the last day of the month in which you separate from BGSU. Only eligible expenses incurred through the last day of the month in which you separate from BGSU may be submitted for reimbursement. FlexSave must receive your claims for eligible expenses (expenses incurred from January 1 of the current plan year through the last day of the month in which you separate from BGSU) within 90 days of you losing coverage. Please be aware that you will forfeit any funds left in your account after the filing deadline. If you have questions regarding your FSA, please contact FlexSave at 1-800-525-9252.

Dependent Care Flexible Spending Account (FSA)
Your participation in the Dependent Care Flexible Spending Account (if enrolled) will end on the last day of the month in which you separate from BGSU. Only eligible expenses incurred through the last day of the month in which you separate from BGSU may be submitted for reimbursement. FlexSave must receive your claims for qualifying dependent care expenses (expenses incurred from January 1 of the current plan year through the last day of the month in which you separate from BGSU) within 90 days of you losing coverage. Please be aware that you will forfeit any funds left in your account after the filing deadline. If you have questions regarding your FSA, please contact FlexSave at 1-800-525-9252.

Long Term Disability
Your participation will end on your separation date (if enrolled). There is no conversion privilege for this benefit.

Life & Dependent Life Insurance
Your life insurance coverage will end on your separation date. You may elect to convert your policy into a private policy within 30 days of your separation date. Contact Minnesota Life at 1-866-293-6047.

Ohio Public Employees Retirement System (OPERS)
Your participation in OPERS (if enrolled) will end on your separation date. Contributions made by BGSU to your OPERS account and your contributions will cease with your final paycheck. Please contact OPERS at 1-800-222-7377 to discuss options. Your vesting schedule is determined by the plan in which you are enrolled. Please contact OPERS to confirm your plan and vesting schedule. OPERS website: www.opers.org
Alternative Retirement Plan (ARP) 401(a)
Your participation in the ARP (If enrolled) will end on your separation date. Contributions made by BGSU to your ARP account and your contributions will cease with your final paycheck. Retirement age under the ARP is 65, however options for withdrawal or rollover may be available earlier. Please contact your ARP vendor to discuss your options.

ARP Vesting Schedule: Employee and employer contributions are immediately vested.

Supplemental Retirement 403(b) & 457(b)
Your contributions to your account(s) will cease with your final paycheck. Please contact your Supplemental Retirement vendor to discuss your options.

403(b) & 457(b) Vesting Schedule: Employee contributions are immediately vested.

OTHER IMPORTANT INFORMATION

Tuition Fee Waiver
An employee, spouse or dependent who is eligible for the tuition fee waiver on the first day of classes of an academic term remains eligible for that academic term even if the employee separates from services during the period of the term.

An employee who has retired with 10 years of continuous full-time service from the University is able to receive the same fee waiver benefits as an active full-time employee. For a part-time employee who has retired with 10 years of full-time service (20,800 service hours) from the University, the fee waiver is prorated to fifty percent of the in-state instructional and general fees.

The retiree must be in a degree program at the time of retirement to be eligible for this benefit. For more details and benefits of the retiree fee waiver, visit the Tuition Fee Waiver website.

Email Account and MyBGSU Access
For staff separating by reasons other than retirement, your email account and MyBGSU access will remain open for no more than three days after your separation date. If you are a BGSU alumnus, please contact ITS at 419-372-0999 to get permission for your email to stay active.

Email and MyBGSU accounts will remain active for retiring staff.

Retention Points for Classified Staff
Retention points will be deleted 30 days after resignation or retirement and reset to zero.

Exit Interview With Human Resources
Once you have notified your department of your departure, please contact Human Resources to schedule an exit interview. An online exit survey will be sent to you for completion prior to your exit interview. The exit interview will be conducted with a Human Resources Representative to review information in this booklet. An Employment/ Employee Relations Specialist will review and discuss the completed online exit survey with you. Please call Human Resources at 419-372-8421 to schedule your appointment.
EMPLOYEE EXIT CHECKLIST

Employee Name: ____________________________________________________ BGSU ID#: _____________________________
Department Name: ________________________________________________ Last Day of Employment: _______________
Exit Interview Date & Time: ________________________________________ Resignation or Retirement (circle one)

The following checklist is provided to assist all BGSU employees with the exit process. Departing employees have an obligation to return all University property assigned to them. Items on the checklist may not apply to all employees.

Return checklist to Human Resources on or before your last day.

<table>
<thead>
<tr>
<th>Employee Responsibilities</th>
<th>Done</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Provide written notice of departure to supervisor and copy sent to HR</td>
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<tr>
<td>Call HR at 419-372-8421 to schedule exit interview (voluntary separations only)</td>
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<td>Complete final timesheet for hours worked through MyBGSU</td>
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<td>Ensure all personal belongings have been cleared out, prior to leaving on your last day</td>
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<td>Update your voicemail and email automatic reply on your last day with instructions to contact your supervisor or approved designee</td>
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<tr>
<td>Update home address information through MyBGSU on or before your last day if moving</td>
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<tr>
<td>Return all University Library materials and reconcile any outstanding fine and fees</td>
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<tr>
<td>Return BG1 card to HR at exit interview for resignations. For retirees, get new BG1 card at the BG1 Card Office</td>
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<tr>
<td>Return Purchasing Card to the Purchasing Department (419-372-8411)</td>
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<tr>
<td>Return University Technology (computers, tablets, monitors, etc.) to Information Technology Services (419-372-0999)</td>
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<tr>
<td>Return this checklist to HR</td>
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</tbody>
</table>

Requires Signatures:                                                                 Signature of Authorized Official Date

Return keys to Campus Operations (419-372-2251)                                                                                      |
Return any other University property to your department such as uniforms, etc.                                                        |

ACKNOWLEDGEMENT OF INFORMATION RECEIVED

I acknowledge that I have reviewed the contents of this brochure and have met with a Human Resources Representative.

_________________________________________ Date
Signature of Employee

_________________________________________ Date
Signature of Human Resources Representative