AT-WILL TRANSITION BRIEFING

SPRING 2017

AGENDA

JUNE 2, 2017

9:00 AM – 12:30 PM and 1:00 PM – 4:30 PM

Introductions & Transition Overview	Paul Reagan, Chief of Staff
Resume Writing	Cara Thorpe Dillard
Networking	Suzette Denslow, Deputy Chief of Staff
LinkedIn Webinar	Karyn Moran (HHHunt) & Kathleen So (LinkedIn)
Further Resources for Employment Search (survey of needs)	James Burke & Linda Pierce (PMG@VCU)
Constraints on Employment after Separation	Carlos Hopkins, Counsel to the Governor

Break

At-Will Benefits Overview & WTA Overview	Sara Wilson, Director DHRM

- Things to Consider FAQs
- Benefits for Members of VRS, SPORS, or VALORS
- Benefits for Members of Optional Retirement Plan for Political Appointees (ORPPA)
- WTA Severance Benefits – FAQs
- Health Benefits Coverage – FAQs
- Retiree Health Benefits Program

Eligibility Criteria for Unemployment Benefits	Ellen Marie Hess, VEC Commissioner
Retirement Overview	Trish Bishop, VRS Director
Questions & Answers	All Participants
Retirement Break-out Sessions	VRS staff

EXECUTIVE LEAVE POLICY

The Executive Leave policy is established and interpreted by each administration. The current related policy is applicable through January 12, 2018.

Thirty days of all purpose leave are awarded to At-Will appointees participating in the Executive Leave plan on an annual basis.

Documented unused leave time up to a maximum of 15 days (or 120 hours) will generally be paid out when an appointee voluntarily or involuntarily separates.

There will be no payout for unused leave time after December 31, 2017.

At-Will appointees participating in the Virginia Retirement System have also been granted family personal and sick leave which expires on January 9, 2018. There is no payout of unused family personal or sick leave.

At-will appointees participating in the both the traditional annual and sick leave accrual systems that separate will be paid for unused balances in accordance with the established policies.

Commonwealth of Virginia
Office of the Governor

EXECUTIVE LEAVE POLICY

This policy is intended to establish uniformity and guidance regarding all purpose leave for Gubernatorial Appointees ("At-wills").

I. EMPLOYEES TO WHOM POLICY APPLIES

The following policy applies to all "At-will" employees who do not participate in the accrual leave system. "At-will" employees are defined as follows:

Employees of the Governor's and Cabinet Offices
Agency Head
Chief Deputy (Agency)
Confidential Assistant
Policy Assistant

II. LEAVE POLICY

All "At-will" employees shall receive 30 days of all purpose leave on January 13, of each calendar year, to be used by January 12, of the following year. The days shall be non-accruing, and will be prorated for "at-will" employees hired after March 31 of a particular calendar year. The 30 days of all purpose leave shall be prorated as follows:

Hire Date	Days
Jan 1 - March 31	30
April 1 - June 30	23
July 1- Sept 31	16
Oct 1 - Nov 30	6
Dec 1 - Dec 31	0

"At-will" employees enrolled in the Virginia Retirement System (VRS) program and the Virginia Sickness and Disability (VSDP) program shall also receive family/personal and sick leave hours pursuant to § 51.1-1100 of the Code of Virginia.

In part, the VSDP provides additional leave hours to eligible "At-will" employee as follows:

Months of Service	Type of Leave	Hours
Fewer than 120	Family/Personal	32
120 or more	Family/Personal	40
Fewer than 60	Sick	64
60 to 119	Sick	72
120 or more	Sick	80

III. CERTIFICATION OF USE

It is imperative that each "At-will" employee obtain, in advance, proper approval from their supervisor before using any leave. In addition, "At-will" employees must maintain accurate records regarding the number of days used within the allotted time period. All "At-will" employees must certify, in writing, that their established leave limit was not exceeded during the allotted time period. The employees should maintain a leave calendar to attach to the certification letter. The certification letter must be maintained by the agency's Human Resource Office, and should be available for review by the Auditor Public Accounts.

IV. LEAVE TRANSFER

If an "At-will" employee transfers to a different "At- will" position, in a different agency, and has a leave balance, the balance shall transfer to the new agency. A letter certifying that the balance is accurate should be included with official transfer documents.

If an "At-will" employee transfers to a classified position, and has a leave balance, the balance cannot transfer. (See section VI – Leave Payout)

Generally, employees transferring from classified positions to "At-will" positions will <u>not</u> be allowed to transfer leave balances. Some situations will generate requests for exceptions. Any exception shall be directed to the Chief of Staff. The Chief of Staff is the only person who can approve exceptions.

V. LEAVE CARRYOVER

"At-will" employees participating in the executive leave program will not be allowed to carry over leave that is not used during the allotted time period (one calendar year, based on date of hire).

VI. LEAVE PAYOUT

"At-will' employees participating in the executive leave program, who separate from state government service, voluntarily or involuntarily, shall be paid for their documented unused leave balance up to a maximum of 15 days (120 hours). "At-will" employees will not be compensated for unused leave after December 31, 2017.

"At-will" employees participating in the executive leave program, who transfer to classified positions, shall be paid for their unused leave balance up to a maximum of 15 days (120 hours).

"At-will" employees participating in the accrual leave system shall be paid for their unused leave balances in accordance with established governing policy.

"At-will" employees participating in the executive leave program, who are terminated for performance or misconduct reasons could forfeit their payout for unused leave.

VII. MEDICAL LEAVE

Continuation of salary during medical leave beyond the appointee's available balance is subject to verification of the appointee's condition by the treating physician(s), and the approval of the Chief of Staff. "At-will" employees enrolled in the Optional Retirement Program (ORP) and participants in the Executive Leave Program are NOT eligible to participate in the Virginia Sickness & Disability Program (VSDP), and thus do not have long-term or short-term disability benefits.

VIII. TERM

This policy shall be in effect beginning January 13, 2014, and ending on January 12, 2018, unless otherwise amended or rescinded.

IX. POLICY EXCEPTIONS

Requests for exceptions to this policy must be directed to the Chief of Staff. Only the Chief of Staff can approve exceptions to this policy.

APPROVED:

Paul Reagan
Chief of Staff

8/1/14
Date

Suzette Denslow
Deputy Chief of Staff

8/1/14
Date

Nancy Rodrigues
Secretary of Administration

8/1/2014
Date

(Form) ELP -001

EXECUTIVE LEAVE POLICY

CERTIFICATE OF RECEIPT

I acknowledge that I have been briefed and given a copy of the executive leave policy, and I understand that it is my responsibility to read and abide by this policy.

_____ _____ _____
(Name – Please Print) (Signature) Date

_____ _____
Human Resource Officer Date

EMPLOYMENT AFTER SEPARATION

The following provisions in the Code of Virginia pertain to employment after separation for certain officers and employees of state government. These provisions impact employees who wish to become lobbyists or who have been involved in procurement functions in their state positions.

§ 2.2-3104. Prohibited conduct for certain officers and employees of state government.

For one year after the termination of public employment or service, no state officer or employee shall, before the agency of which he was an officer or employee, represent a client or act in a representative capacity on behalf of any person or group, for compensation, on matters related to legislation, executive orders, or regulations promulgated by the agency of which he was an officer or employee. This prohibition shall be in addition to the prohibitions contained in § 2.2-3103.

For the purposes of this section, "state officer or employee" shall mean (i) the Governor, Lieutenant Governor, Attorney General, and officers appointed by the Governor, whether confirmation by the General Assembly or by either house thereof is required or not, who are regularly employed on a full-time salaried basis; those officers and employees of executive branch agencies who report directly to the agency head; and those at the level immediately below those who report directly to the agency head and are at a payband 6 or higher and (ii) the officers and professional employees of the legislative branch designated by the joint rules committee of the General Assembly. For the purposes of this section, the General Assembly and the legislative branch agencies shall be deemed one agency.

To the extent this prohibition applies to the Governor's Secretaries, "agency" means all agencies assigned to the Secretary by law or by executive order of the Governor.

Any person subject to the provisions of this section may apply to the Council or Attorney General, as provided in § 2.2-3121 or 2.2-3126, for an advisory opinion as to the application of the restriction imposed by this section on any post-public employment position or opportunity.

§ 2.2-4370. Disclosure of subsequent employment.

No public employee or former public employee having official responsibility for procurement transactions shall accept employment with any bidder, offeror or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the cessation of employment by the public body unless the employee or former employee provides written notification to the public body, or a public official if designated by the public body, or both, prior to commencement of employment by that bidder, offeror or contractor.

THINGS TO CONSIDER

Severance and Leave

Am I entitled to a severance package?

Will I be paid for my unused leave balances?

Health Benefits

When does my health care coverage end?

Does the State provide extended health care coverage?

How much will it cost to have extended health care coverage?

What happens to my Flexible Reimbursement Account?

Unemployment Compensation

Am I entitled to unemployment compensation? How do I apply?

Retirement

What happens to my retirement account?

How long does cash match continue?

What happens with my deferred compensation account?

What are my investment/roll-over options?

CHART OF BENEFITS FOR MEMBERS OF VRS, SPORS, OR VALORS

Benefit Type	Effect Of Severance Benefit On Other Benefits
Group Life Insurance	• Employer continues insurance premium for 12 months for employees receiving severance payments. • Employees on LTD-Working or on LTD that transitioned from STD continue to be covered by group life insurance if they receive severance payments.
Healthcare	• Employer paid premium continues for 12 months for full-time employees receiving severance payments. • Full-time employees who are on LTD-Working or who transitioned from STD to LTD and are receiving severance benefits continue to be covered by the active group health insurance with employer-paid premiums.
Holidays	Severance Benefits are paid based on weekly salary whether or not holidays occur.
Optional Life Insurance	• Employees may convert to an individual policy upon separation. • Employees choosing enhanced retirement may continue a portion of optional life insurance coverage. Contact Virginia Retirement System (VRS) for details.
Retirement Service Credit	• Employees receiving VSDP benefits and severance payments will receive retirement service credit while receiving VSDP benefits. Retirement contributions continue during STD. • Pre-tax purchase of prior service ends when severance benefits begin. • Eligible employees may apply the severance benefit to obtain an enhanced retirement
Service Credit for Leave and/or VSDP	• Time counts towards service for annual, sick, and family and personal leave. • Contact VRS for details regarding retirement credit.
Unemployment Compensation	• Employees may receive unemployment compensation (UC), but severance payments are reduced by the amount of any UC payments. • Amount deducted from severance payments for UC shall be paid in a lump sum at the end of severance payments.

	• Contact the Virginia Employment Commission (VEC) for details.
VSDP Short-term Disability and LTD-Working	• Severance payments offset VSDP benefits. • If an employee is still disabled at the end of severance, VSDP benefits continue. • Employees who move from STD or LTD-Working to LTD continue to receive severance benefits. • Agencies must report severance payments of employees receiving VSDP benefits. • Time counts toward 180-day waiting period for LTD. • Employees in LTD-Working immediately move into LTD.
VSDP Long-term Disability	• Employees on LTD when separation occurs are not eligible.
Workers' Compensation	• Eligible employees receive severance and WC payments. • Agency supplement for employees not covered by VSDP stops while employee receives severance benefits. • VSDP benefits for eligible employees are offset by severance payments.
457 Deferred Compensation Plan	• Severance benefit may not be contributed to the plan. • Distribution available once you terminate employment.

CHART OF BENEFITS FOR MEMBERS OF ORPPA

Benefit Type	Effect Of Severance Benefit On Other Benefits
Group Life Insurance	• Employer continues insurance premium for 12 months for employees receiving severance payments.
Healthcare	• Employer paid premium continues for 12 months for full-time employees receiving health benefits.
Holidays	• Severance Benefits are paid based on weekly salary whether or not holidays occur.
Optional Life Insurance	• Employees may convert to an individual policy upon separation.
Unemployment Compensation	• Employees *may* receive unemployment compensation (UC), but severance payments are reduced by the amount of any UC payments. • Amount deducted from severance payments for UC shall be paid in a lump sum at the end of severance payments. • Contact the Virginia Employment Commission (VEC) to determine eligibility.
Workers' Compensation	• Eligible employees receive severance and WC payments.

WTA SEVERANCE BENEFITS
FREQUENTLY ASKED QUESTIONS

What are transitional severance benefits?

Severance benefits, or transitional severance benefits, are benefits provided to eligible employees designed to lessen the impact of involuntary separation by providing some cash payments and continuing key benefits for a period of time. Severance benefits include:

- Transitional severance payments **and**
- Continuation of the state's contribution toward health and life insurance premiums for up to 12 months, **or**
- Enhanced retirement benefits (ONLY for full-time employees who are at least 50 years of age and are vested in VRS, SPORS, or VaLORS).

Who is eligible to receive transitional severance benefits conferred under Title 2.2, Chapter 32 of the Code of Virginia, the Workforce Transition Act of 1995?

- Any employee whose position is exempt from the Virginia Personnel Act pursuant to subdivision 3 or 20 of section 2.2-2905.

Note: Employees in Subdivisions 3 and 20 are officers appointed by the Governor whether General Assembly confirmation is required or not, and Chief Deputies or Confidential Assistants for Policy or Administration in agencies, respectively.

If the employee accepts another job with the state, do the severance benefits end?

Yes. If an employee is hired by the original agency or another state agency, even as an hourly employee, independent contractor, or consultant while receiving severance payments, severance payments cease. State contributions to health and life insurance continue for up to a year unless the employee is re-employed into a salaried state position that provides health and life insurance.

If an employee who used the enhanced retirement benefit returns to a position covered by VRS, SPORS, or VaLORS, he or she is no longer retired, and all retirement benefits stop. If this employee works for some time and again retires, the enhanced retirement benefit will not be applied to another retirement.

Do an employee's severance benefits stop if he or she accepts a job in the private sector?

No.

How are transitional benefits determined?

• The duration of the severance payments are based upon the employee's years of continuous service. Partial years of service are rounded up to the next highest year. For example, if an employee has 9 years and 5 months of continuous service at the time of layoff, it will be considered 10 years of service for the severance payment calculation.

• The maximum severance payment to which an employee may be entitled is 36 weeks of salary:

Years of Service	**Amount of Severance Benefit**
2 years or less	4 weeks' salary
3 – 9 years	4 weeks' salary plus an additional week for every year over 2
10 – 14 years	12 weeks' salary plus 2 additional weeks for every year over 9
15 years or more	2 weeks' salary per year not to exceed 36 weeks of salary

Will severance payments be equal to the employee's semi-monthly salary?

By statute, severance payments are based on weekly salary amounts (annual salary divided by 52). *For example, an employee with seven years of state service is eligible to receive severance payments equal to nine weeks of salary. The employee will be paid two weeks' salary on the agency's normal payroll schedule (every two weeks or semi-monthly) for about eight weeks; the last severance payment will be one week's salary.*

What deductions can be taken from severance payments?

The employee's contribution to health insurance premiums may be deducted from the severance payments. Employees should check with their payroll offices regarding other deductions.

Can an employee defer a portion of the severance payments through the Deferred Compensation Program so he or she can receive the cash match?

No, deferred compensation may not be deducted from severance payments and cash match does not continue.

Are severance payments subject to Direct Deposit?

Yes. Employees will receive their severance payments by whatever method they receive their paychecks.

What is the enhanced retirement option? *Enhanced retirement is not available to employees in the Optional Retirement Plan for Political Appointees (ORPPA).*

This is an option that allows full-time employees who are **at least 50 years old and are vested members of VRS, SPORS, or VaLORS** to apply the value of the severance payments and state-paid portions of life and health insurance premiums either to their age, service credit, or a

combination of both (except that employees eligible for unreduced retirement may add this value to creditable service only) so that their retirement benefit is enhanced. The agency determines the cash equivalent of the severance benefits, and then divides that amount by 15% of the employee's annual salary to determine the number of years that can be added to the employee's retirement credit or age. Partial years are raised to the next full year.

Can an employee who is 48 years old take the enhanced retirement option and use the credit to add 2 years to his or her age to achieve the threshold of 50 years of age?

No. The employee must be at least 50 years of age and must have at least 5 years of service credit to select the enhanced retirement option.

Can an employee take the enhanced retirement option and delay his or her retirement for several months or up to a year?

No. If an employee decides to take the enhanced retirement severance option, he or she must retire immediately. *(Employee must retire on the first of the month following the separation date.)*

How long does the state's contribution toward health and life insurance premiums continue?

The state's contribution toward health and life insurance premiums continues for 12 months from the separation date or until the employee is re-employed in another salaried state position that provides benefits.

What other benefits are affected when an employee receives severance benefits?

The charts on pages 13 and 14 summarize the effects of severance benefits on other benefits for those in VRS and for those in ORPPA.

Be sure to check with your HR Office/Benefits Administrator for more details.

A copy of the Executive Severance Policy is included in this document

The DHRM Severance Policy is available on the DHRM website at: DHRM Policy 1.57, Severance.

Commonwealth of Virginia
Office of the Governor

EXECUTIVE SEVERANCE POLICY

This policy is intended to establish uniformity and guidance regarding severance payments to Gubernatorial Appointees ("At-will" employees).

III. EMPLOYEES TO WHOM POLICY APPLIES

The following policy applies to all "At-will" employees involuntarily separated from state government. "At-will" employees are defined as follows:

Employee of the Governor's and Cabinet Offices
Agency Head
Chief Deputy (Agency)
Confidential Assistant
Policy Assistant

IV. SEVERANCE POLICY

All "At-will" employees will be eligible to receive transitional severance benefits conferred under Title 2.2, Chapter 32 of the Code of Virginia, the Workforce Transition Act (WTA) of 1995.

III. TRANSITIONAL SEVERANCE PAYMENTS

The maximum severance payment allowed under provisions of the WTA is 36 weeks of salary. Payments will be based on weekly salary amounts (annual salary divided by 52), and distributed in two-week increments on the normal payroll schedule.

The WTA allows for transitional severance payments to be made to employees based on their continuous years of service as indicated in the table below.

Years of Service	Transitional Severance Benefit
2 years or less	4 weeks of salary
3-9 years	4 weeks of salary plus an additional week for every year over 2
10-14 years	12 weeks of salary plus 2 additional weeks for every year over 9
15 years or more	2 weeks of salary per year not to exceed 36 weeks of salary

X. TRANSITIONAL HEALTH CARE BENEFITS

"At-will" employees who are involuntarily separated from state government will be eligible to continue their health care coverage with the state for a period of one year after their date of separation. If an employee elects to continue coverage with the state, he or she must continue with the same coverage they had prior to separating from the state. The employee and employer will continue contributing to total premium at the same rate as before the separation.

XI. TRANSITIONAL LIFE INSURANCE BENEFITS

"At-will" employees who are involuntarily separated from state government will continue to be covered by the state-provided life insurance policy for a period of one year after the date of separation.

XII. ENHANCED RETIREMENT BENEFITS

Eligible "At-will" employees will be allowed to apply the value of the severance payments, and portions of the state-paid life and health premiums to their age, years of service, or a combination of both to enhance their retirement benefit.

This benefit is only available to employees who are at least 50 years old and vested members of VRS, SPORS, or VaLORS.

VRS should be contacted to discuss the details of this option.

XIII. UNEMPLOYMENT BENEFITS

Some "At-will" employees may be eligible to receive unemployment compensation. If an employee receives unemployment compensation and transitional severance payments simultaneously, the severance payments will be reduced by the amount of

the unemployment compensation. At the end of the employee's transitional severance payments, the employee will receive a lump sum payment equal to the amount of the reductions for unemployment compensation.

VEC should be contacted to discuss the details of this option.

XIV. OTHER TRANSITIONAL BENEFITS

There may be other benefits available to "At-will" employees who are involuntarily separated from state government. It is incumbent upon each "At-will" employee to meet with his or her Human Resource office to discuss all benefits that may be available relative to involuntary separation.

IX. NOTICE OF RECEIPT

Each employee must acknowledge receipt of this policy by signing form ESP-001.

The signed form shall become a part of the employee's permanent personnel record.

APPROVED:

Paul Reagan
Chief of Staff

8/1/14
Date

Suzette Denslow
Deputy Chief of Staff

8/1/14
Date

Nancy Rodrigues
Secretary of Administration

8/1/2014
Date

(Form) ESP -001

EXECUTIVE SEVERANCE POLICY

CERTIFICATE OF RECEIPT

I acknowledge that I have been informed of the severance options available to me under Title 2.2, Chapter 32 of the Code of Virginia, The Workforce Transition Act of 1995.

The following topics were discussed with me:

_____ Transitional Severance Payments

_____ Transitional Health Care Coverage

_____ Transitional Life Insurance Coverage

_____ Enhanced Retirement

_____ Unemployment Compensation

_____ Other Benefits

_____	_____	_____
(Name – Please Print)	(Signature)	Date

_____	_____
Human Resource Officer	Date

HEATH BENEFITS COVERAGE
FREQUENTLY ASKED QUESTIONS

May I continue to participate in the state health plan?

- If you are **involuntarily separated and eligible for WTA**, you may continue your health benefit plan for 12 months. You will continue to pay only the employee share of the premium just as you do as an active employee.

- If you **leave voluntarily and are NOT eligible for WTA**, you are covered until the end of the month in which your last premium was paid.

- At the end of WTA or when you leave state service, you have several options for health benefits:

  1) **Retirement** –
     - **Original VRS Defined Benefit Pension Plan Participants** may enroll in the State Retiree Health Benefits Program within 31 days after the end of the WTA health benefit or leaving state service if they are eligible for and take an immediate VRS retirement benefit.

     - **VRS Optional Retirement Plan Participants** may enroll in the State Retiree Health Benefits Program within 31 days after the end of the WTA health benefit or leaving state service if they fulfill the age and service requirements that would be needed to receive an immediate retirement benefit under the non-ORP/original VRS Defined Benefit Pension Plan for which they would have been eligible on their date of hire had they not elected the ORP.

  2) **Extended Coverage/COBRA** – If you are losing State Health Benefits Plan coverage upon leaving state service or at the end of the WTA Health Benefit, your Benefits Administrator will offer Extended Coverage/COBRA. You will have 60 days from the date your coverage would be lost due to termination of employment or the end of your WTA health benefit, or from the date you receive your Election Notice, whichever is later, to elect 18 months of continuation coverage.

  3) **Non-state plan** – At the end of WTA or when you leave state service, you may seek other coverage through an individual policy or the Health Insurance Marketplace.

How much will I have to pay for my health benefits plan?
The rate you pay will depend on the plan in which you are enrolled. Premium rate sheets are attached for:

1) Rates during the WTA severance/transitional period
2) Rates for Medicare-eligible retirees
3) Rates for non-Medicare-eligible retirees
4) Rates for Extended Coverage/COBRA

Do I need documentation that I had state health coverage?
Since the Affordable Care Act eliminated pre-existing condition limitations for most health plans, issuance of certificates of creditable health plan coverage are no longer required. However, if you should apply for coverage that requests certification of your State Health Benefits Plan coverage, you may request one from your pre-termination Benefits Administrator.

What happens to my Flexible Spending Account(s)—FSAs?
• If you are **receiving WTA severance** benefits, you can decide to either:

- Continue your account(s) on a pre-tax basis from your severance benefits or until the end of the plan year, whichever comes first. (If your severance benefits stop before the end of the plan year, you can continue your medical FSA on an after-tax basis until the end of the plan year if your account is underspent.)

OR

- Discontinue your accounts at the start of your transitional period and file claims for services incurred during your period of coverage.

- If you are **NOT receiving WTA severance** benefits:

  - You may NOT continue your dependent care FSA.
  - If your account is underspent and you elect COBRA/Extended Coverage, you may continue your medical FSA on an after-tax basis through the end of the plan year.

- Coordinate with your Benefits Administrator to review your individual status.

Who do I contact if I have questions?
For information about initial enrollment in Extended Coverage/COBRA, contact your employing agency's Benefits Administrator. Be sure to keep your Benefits Administrator informed of any address change, so that he or she will be able to reach you if needed.

If you have questions or need to make allowable changes to Extended Coverage/COBRA after initial enrollment, contact:

Office of Health Benefits Extended Coverage Administrator
101 N. 14th Street, 13th Floor
Richmond, VA 23219
Telephone: 888/642-4414

COMMONWEALTH OF VIRGINIA STATE HEALTH BENEFITS PROGRAM
EMPLOYEE MONTHLY PREMIUMS FOR JULY 1, 2017 - JUNE 30, 2018

Salaried employees working more than 30 hours a week pay the "Employee Pays" amount. Salaried employees working less than 30 hours a week pay the total premium.

Please note: *Get a premium reward if you are enrolled in COVA Care or COVA HealthAware! You or your spouse can complete certain health activities to pay $17 less a month or $34 less when both of you meet the requirements.*

Health Care Plans		Premium			Premium with Rewards				
		You Only	You Plus One	You Plus Two or More	You Only	You Plus Spouse		You Plus Spouse and More	
					Employee	Employee or Spouse	Employee & Spouse	Employee or Spouse	Employee & Spouse
COVA Care	Employee Pays	$88	$201	$273	$71	$184	$167	$256	$239
	State Pays	$647	$1,159	$1,699	$647	$1,159	$1,159	$1,699	$1,699
	Total Premium	$735	$1,360	$1,972	$718	$1,343	$1,326	$1,955	$1,938
COVA Care + Out-of-Network	Employee Pays	$105	$225	$305	$88	$208	$191	$288	$271
	State Pays	$647	$1,159	$1,699	$647	$1,159	$1,159	$1,699	$1,699
	Total Premium	$752	$1,384	$2,004	$735	$1,367	$1,350	$1,987	$1,970
COVA Care + Expanded Dental	Employee Pays	$119	$260	$364	$102	$243	$226	$347	$330
	State Pays	$647	$1,159	$1,699	$647	$1,159	$1,159	$1,699	$1,699
	Total Premium	$766	$1,419	$2,063	$749	$1,402	$1,385	$2,046	$2,029
COVA Care + Out-of-Network + Expanded Dental	Employee Pays	$136	$284	$396	$119	$267	$250	$379	$362
	State Pays	$647	$1,159	$1,699	$647	$1,159	$1,159	$1,699	$1,699
	Total Premium	$783	$1,443	$2,095	$766	$1,426	$1,409	$2,078	$2,061
COVA Care + Expanded Dental + Vision & Hearing	Employee Pays	$137	$291	$406	$120	$274	$257	$389	$372
	State Pays	$647	$1,159	$1,699	$647	$1,159	$1,159	$1,699	$1,699
	Total Premium	$784	$1,450	$2,105	$767	$1,433	$1,416	$2,088	$2,071
COVA Care + Out-of Network + Expanded Dental + Vision & Hearing	Employee Pays	$154	$315	$438	$137	$298	$281	$421	$404
	State Pays	$647	$1,159	$1,699	$647	$1,159	$1,159	$1,699	$1,699
	Total Premium	$801	$1,474	$2,137	$784	$1,457	$1,440	$2,120	$2,103
COVA HealthAware	Employee Pays	$17	$51	$50	$0	$34	$17	$33	$16
	State Pays	$648	$1,182	$1,733	$648	$1,182	$1,182	$1,733	$1,733
	Total Premium	$665	$1,233	$1,783	$648	$1,216	$1,199	$1,766	$1,749
COVA HealthAware + Expanded Dental	Employee Pays	$47	$111	$140	$30	$94	$77	$123	$106
	State Pays	$648	$1,182	$1,733	$648	$1,182	$1,182	$1,733	$1,733
	Total Premium	$695	$1,293	$1,873	$678	$1,276	$1,259	$1,856	$1,839
COVA HealthAware + Expanded Dental & Vision	Employee Pays	$58	$128	$163	$41	$111	$94	$146	$129
	State Pays	$648	$1,182	$1,733	$648	$1,182	$1,182	$1,733	$1,733
	Total Premium	$706	$1,310	$1,896	$689	$1,293	$1,276	$1,879	$1,862
COVA HDHP	Employee Pays	$0	$0	$0					
	State Pays	$551	$1,024	$1,496					
	Total Premium	$551	$1,024	$1,496					

COVA HDHP **+ Expanded Dental**	***Employee Pays*** State Pays **Total Premium**	**$30** $551 **$581**	**$59** $1,024 **$1,083**	**$90** $1,496 **$1,586**	
Kaiser Permanente HMO – **(available primarily in Northern Virginia)**	***Employee Pays*** State Pays **Total Premium**	**$71** $554 **$625**	**$167** $983 **$1,150**	**$239** $1,436 **$1,675**	
TRICARE **Voluntary Supplement***	**Total Premium**	**$61**	**$120**	**$161**	

*Washington State residents contact the Office of Health Benefits for mandated premium amount

COMMONWEALTH OF VIRGINIA
RETIREE HEALTH BENEFITS PROGRAM

Medicare Retiree Monthly Premiums
(Effective January 1 – December 31, 2017)

PLAN	ONE PERSON	TWO PERSONS***
Advantage 65	**$311**	**$622**
Advantage 65 + Dental/Vision*	**$343**	**$686**
Advantage 65 – Medical Only**	**$153**	**$306**
Advantage 65 – Medical Only + Dental/Vision*	**$185**	**$370**

*Includes Option I – Medicare Complementary enrollees. Option I is no longer offered.
**These plans do not include prescription drug coverage

NOT AVAILABLE TO NEW ENROLLEES		
Option II – Medicare Supplemental	**$401**	**$802**
Option II + Dental/Vision	**$433**	**$866**

***Two persons may choose the same plan or different Medicare-eligible plans; the total premium is the sum of each selection.

Important: Timely payment of the total premium is the State retiree group member's responsibility whether the premium is withheld from a retirement benefit or billed directly by the health plan. Failure to pay premiums within 31 days of the due date will result in termination of coverage.

COMMONWEALTH OF VIRGINIA STATE HEALTH BENEFITS PROGRAM
NON-MEDICARE RETIREE MONTHLY PREMIUMS FOR
JULY 1, 2017 - JUNE 30, 2018

Please note: *Get a premium reward if you are enrolled in COVA Care or COVA HealthAware! You or your spouse can complete certain health activities to pay $17 less a month or $34 less when both of you meet the requirements.*

Health Care Plans		Premium			Premium with Rewards				
		You Only	You Plus One	You Plus Two or More	You Only	You Plus Spouse		You Plus Spouse and More	
					Employee	*Employee or Spouse*	*Employee & Spouse*	*Employee or Spouse*	*Employee & Spouse*
COVA Care	Total Premium	$735	$1,360	$1,972	$718	$1,343	$1,326	$1,955	$1,938
COVA Care + Out-of-Network	Total Premium	$752	$1,384	$2,004	$735	$1,367	$1,350	$1,987	$1,970
COVA Care + Expanded Dental	Total Premium	$766	$1,419	$2,063	$749	$1,402	$1,385	$2,046	$2,029
COVA Care + Out-of-Network + Expanded Dental	Total Premium	$783	$1,443	$2,095	$766	$1,426	$1,409	$2,078	$2,061
COVA Care + Expanded Dental + Vision & Hearing	Total Premium	$784	$1,450	$2,105	$767	$1,433	$1,416	$2,088	$2,071
COVA Care + Out-of Network + Expanded Dental + Vision & Hearing	Total Premium	$801	$1,474	$2,137	$784	$1,457	$1,440	$2,120	$2,103
COVA HealthAware	Total Premium	$665	$1,233	$1,783	$648	$1,216	$1,199	$1,766	$1,749
COVA HealthAware + Expanded Dental	Total Premium	$695	$1,293	$1,873	$678	$1,276	$1,259	$1,856	$1,839
COVA HealthAware + Expanded Dental & Vision	Total Premium	$706	$1,310	$1,896	$689	$1,293	$1,276	$1,879	$1,862
COVA HDHP	Total Premium	$551	$1,024	$1,496					
COVA HDHP + Expanded Dental	Total Premium	$581	$1,083	$1,586					
Kaiser Permanente HMO – (available primarily in Northern Virginia)	Total Premium	$625	$1,150	$1,675					
TRICARE Voluntary Supplement*	Total Premium	$61	$120	$161					

*Washington State residents contact the Office of Health Benefits for mandated premium amount

Commonwealth of Virginia Health Benefits Program

Monthly Premiums for Extended Coverage (COBRA) Participants
Effective July 1, 2017 – June 30, 2018

Please note: *Get a premium reward if you are enrolled in COVA Care or COVA HealthAware! You or your enrolled spouse must complete certain healthy actions to save $17 a month or $34 when both of you meet the requirements.*

Health Care Plans	You Only	You Plus One	You Plus Two or More
COVA HDHP - High Deductible Health Plan Basic			
Total Premium – 18 or 36 months	$562	$1,044	$1,526
Total Premium – 29 months	$827	$1,536	$2,244
COVA HDHP Plus Expanded Dental			
Total Premium – 18 or 36 months	$593	$1,105	$1,618
Total Premium – 29 months	$872	$1,625	$2,379
COVA HealthAware Basic			
Total Premium – 18 or 36 months	$678	$1,258	$1,819
Total Premium – 29 months	$998	$1,850	$2,675
COVA HealthAware Plus Expanded Dental			
Total Premium – 18 or 36 months	$709	$1,319	$1,910
Total Premium – 29 months	$1,043	$1,940	$2,810
COVA HealthAware Plus Expanded Dental & Vision			
Total Premium – 18 or 36 months	$720	$1,336	$1,934
Total Premium – 29 months	$1,059	$1,965	$2,844
COVA Care Basic			
Total Premium – 18 or 36 months	$750	$1,387	$2,011
Total Premium – 29 months	$1,103	$2,040	$2,958
COVA Care Plus Out-of-Network			
Total Premium – 18 or 36 months	$767	$1,412	$2,044
Total Premium – 29 months	$1,128	$2,076	$3,006
COVA Care Plus Expanded Dental			
Total Premium – 18 or 36 months	$781	$1,447	$2,104
Total Premium – 29 months	$1,149	$2,129	$3,095
COVA Care Plus Out-of-Network & Expanded Dental			
Total Premium – 18 or 36 months	$799	$1,472	$2,137
Total Premium – 29 months	$1,175	$2,165	$3,143
COVA Care Plus Expanded Dental Plus Vision & Hearing			
Total Premium – 18 or 36 months	$800	$1,479	$2,147
Total Premium – 29 months	$1,176	$2,175	$3,158
COVA Care Plus Out-of-Network Plus Expanded Dental Plus Vision & Hearing			
Total Premium – 18 or 36 months	$817	$1,503	$2,180
Total Premium – 29 months	$1,202	$2,211	$3,206
Kaiser Permanente HMO – available primarily in Northern Virginia			
Total Premium – 18 or 36 months	$638	$1,173	$1,709
Total Premium – 29 months	$938	$1,725	$2,513

ELIGIBILITY CRITERIA FOR UNEMPLOYMENT BENEFITS

Monetary Qualification

- An individual must have earned at least $3,000 in two quarters of the base period to qualify for unemployment benefits. The base period consists of the first 4 of the last 5 completed calendar quarters prior to the date of claim filing.

- Weekly benefit amounts range from $60 to $378.

- An individual is not covered for unemployment insurance purposes if he or she is working as an appointee in a major non-tenured policymaking or advisory position (Section 60.2-213.B.6e of the Code of Virginia). Therefore, such individuals will not be eligible for benefits.

Separation Qualification

- An individual must be unemployed through no fault of his/her own. If the reason for separation is other than lack of work, a hearing will be conducted and the Virginia Employment Commission will issue a determination concerning the qualification for benefits.

- An individual who voluntarily leaves employment must show good cause for doing so in order to qualify for benefits.

- An individual who is discharged from a job can be qualified for unemployment benefits if the discharge was for reasons other than misconduct.

Ongoing Weekly Eligibility Criteria

- An individual must be able and available to work. He/she must also be actively seeking work.

- The individual must accept an offer of suitable work.

- An individual will be ineligible for benefits in any week he/she earns wages equal to or in excess of the weekly benefit amount. The individual may receive partial benefits for weeks in which he/she earns less than the weekly benefit amount.

Severance/Accrued Leave Pay

- Severance pay including accrued leave pay is not deductible from an individual's weekly benefit amount.

WTA

· Payments made under the Workforce Transition Act (WTA) are not deductible from an individual's weekly benefit amount. However, the law requires the separating state agency to reduce each week of WTA by the amount of unemployment benefit payment. The withheld WTA amount is payable to the individual with the last WTA payment. For example, if you are entitled to receive $500 per week for 19 weeks from WTA and $200 per week in unemployment insurance benefits. Your WTA payment would be reduced to $300 each week you are receiving unemployment insurance. However, you will receive payment for the amount of WTA payments withheld at the end of your WTA payment period. In this example you will receive $3,800 ($200 x 19) when your last WTA payment is processed.

Retirement Pensions

· If an individual receives a retirement pension from a base period employer; the weekly pension amount is deductible dollar-for-dollar from the unemployment benefit weekly amount. The individual is ineligible for unemployment benefits for any week in which the pension amount is equal to or exceeds the weekly unemployment benefit amount.

How to File A Claim For Benefits

· A claim may be filed by telephone at (866)832-2363 or by internet at VEC Website.

Job Assistance

· To be eligible for unemployment benefits, an individual must register with the VEC for employment assistance. The VEC can provide job seekers with exposure to a variety of local and statewide job opportunities in the private sector as well as state and federal government positions. A substantial cross-section of employers uses the VEC for all job recruiting. For information on job registration and/or job openings, please visit the VEC website at VEC Website. You will find listings of jobs currently filed with the VEC, as well as links to many other employment-related sites.

VIRGINIA RETIREMENT SYSTEM

FREQUENTLY ASKED QUESTIONS FOR

THOSE LEAVING VRS-COVERED EMPLOYMENT

The Virginia Retirement System provides covered employees with retirement and other post-employment benefits. For example, many at-will appointees participate in either the Optional Retirement Plan for Political Appointees (ORPAA) or the otherwise applicable VRS plan (i.e., Plan 1, Plan 2, or the Hybrid Retirement Plan). Upon leaving employment, you also may be eligible for other post-employment benefits, such as the health insurance credit.

The VRS-related information included in this section provides you with answers to questions that specifically relate to transitioning out of VRS-covered employment. For more general information about your VRS retirement benefits, many resources are available to you at www.varetire.org, including:

- Publications relating to the Optional Retirement Plan for Political Appointees
- VRS Plan 1 Handbook for Members
- VRS Plan 2 Handbook for Members
- Publications relating to the Hybrid Retirement Plan
- Publications relating to the Commonwealth of Virginia 457 Deferred Compensation Plan

If, in the future, you have questions about your VRS benefits or leaving covered employment, we invite you to:

- Visit www.varetire.org
- Log into your myVRS account at myvrs.varetire.org
- Call VRS toll-free at 1-888-VARETIR (827-3847)
- Visit the VRS Counseling Center at 1111 E. Main Street in Richmond (appointments and walk-ins are welcome)

LEAVING EMPLOYMENT – DEFINED BENEFIT PLANS

If you do not participate in the ORPPA and, instead, are a VRS Plan 1, Plan 2, or Hybrid Retirement Plan member, you have two basic options if you are leaving VRS-covered employment before retirement: leave your money with VRS and become a deferred member, or take a refund of contributions and cancel your VRS membership.

If you leave your money with VRS and become a deferred member, you may be eligible for a retirement allowance if you are vested (five years) and later meet your plan's age-and-service retirement requirements. In each year of your deferred membership, your member contribution account will earn 4% interest. By leaving your money with VRS, you also maintain the possibility of returning to VRS-covered employment under the same plan you were in before you became a deferred member.

If you choose to take a refund of your contributions, you will cancel your VRS membership and eligibility for any future benefit. Moreover, if you take a refund and subsequently return to VRS-covered employment, you will be rehired under the then-applicable retirement plan provisions (i.e., potentially a different plan). Refunds cannot be processed until at least a full calendar month after you have left all employment with a VRS-participating employer, and are no longer being reported to VRS by your employer. Periods of leave with or without pay do not count toward satisfying this break from employment. Also, the Commonwealth of Virginia, including all state agencies and public colleges and universities, is considered one employer.

To learn more about leaving VRS-covered employment, please visit the "Leaving Employment" portion of the VRS website at http://www.varetire.org/members/leaving-employment/index.asp.

Moving to Another VRS-Covered Position?

If you move to another covered position with a VRS-participating employer, you will come under the plan provisions of the new position for retirement and other benefits.

GETTING READY TO RETIRE – DEFINED BENEFIT PLANS

If you participate in VRS Plan 1, Plan 2, or the Hybrid Retirement Plan and are leaving employment, service retirement may be an option for you if you have sufficient years of service, or your age and years of service qualify you for retirement. The defined benefit plans provide a monthly benefit in retirement based on your age, total service credit and average final compensation. Your benefit is funded through member and employer contributions to VRS, which are invested over your career.

In addition, there are a number of factors to consider that may impact your decision to apply now or later.

Health Insurance Credit (HIC)

If you retire with at least 15 years of service credit, you may be eligible for the health insurance credit. This is a tax-free benefit that assists with health insurance premiums you pay for single coverage under qualified health plans, excluding any portion of the premiums covering a spouse or dependent children.

For state retirees, the monthly health insurance credit is $4 for each year of service credit, not to exceed the monthly amount of actual premium paid. The credit ends upon your death.

State Retiree Health Insurance

A state retiree is eligible to enroll in the State Retiree Health Benefits Program, a group health insurance plan. In order to enroll, however, you must submit your State Health Benefits Program Enrollment Form no later than 31 days after your retirement date. If you do not enroll during this period, then you forfeit your ability to enroll.

The Department of Human Resource Management administers the State Retiree Health Benefits Program. You can learn more about the program at www.dhrm.virginia.gov.

Working After Retirement

After you retire, please remember that there are certain rules regarding your continued collection of your retirement allowance. Generally, you cannot work in a VRS-covered position and simultaneously receive a retirement allowance. If you plan to return to work for a VRS-covered employer, regardless of the nature of employment, VRS encourages you and your employer to contact VRS to confirm the impact of your return to work.

If you retire under the Workforce Transition Act, you may have additional considerations should you return to work with a VRS-covered employer. Please contact VRS for assistance.

For more information, refer to the current member handbooks.

Cost-of-Living Adjustment (COLA)

Your retirement benefit is structured to keep pace with inflation. Cost-of-living adjustments are calculated annually, although a COLA is not provided in all years. During years of no inflation or deflation, the COLA is 0 percent. The amount of your annual COLA also depends on whether you are a VRS Plan 1, Plan 2, or Hybrid Retirement Plan retiree.

Getting Ready to Retire Resources

There are many other considerations to be aware of as you plan for retirement. You may find the following VRS publications helpful. They are available at www.varetire.org under publications or through the individual defined contribution websites, accessible at www.varetire.org/dcplans.

- Getting Ready to Retire for VRS Plan 1 and Plan 2
- Getting Ready to Retire for Hybrid Members

PURCHASE OF PRIOR SERVICE (PPS)

VRS Plan 1, Plan 2, or Hybrid Retirement Plan members may purchase additional service credit to be included in the calculation of their retirement benefit. Note: ORPPA members are not eligible to purchase service credit.

Can I purchase prior service after I leave VRS-covered employment?

No. To purchase prior service, you must be actively working in a VRS-covered position. Once you leave covered employment, you cannot purchase prior service unless you become reemployed in another VRS-covered position. Important: if you plan to leave covered employment, begin thinking about purchasing service now.

What are the advantages of purchasing prior service credit?

The more service you have in VRS, the larger your retirement benefit will be. Many active members are eligible to "buy back" prior service periods (for example, military service, public or civil service, unpaid maternity leave, etc.) to add to their VRS member accounts. Visit the Purchase of Prior Service section on the VRS website at www.varetire.org/pps for all the details and latest information on buying service.

How much will it cost me to purchase prior service credit?

The cost to purchase usually depends on when you make the purchase compared to when you began your VRS-covered employment. You have a two-year window of time from your date of hire to purchase most types of service at *approximate normal cost** before the cost changes to an *actuarial equivalent cost*.** If prior service eligibility was added to your member record before January 1, 2017, the cost to purchase will be based on the cost window in effect at the time the service was added.

Note: The two-year window does not apply to refunded service, which can be purchased at any time during active membership. The cost to purchase refunded service, however, is calculated differently and depends on your previously refunded amount and the amount of time that has passed since you took the refund.

**Approximate normal cost is the average cost of one year of VRS service credit. The cost is based on a percentage of your creditable compensation or average final compensation at the time of purchase, whichever is higher.*

*** Actuarial equivalent cost represents the amount of money needed in today's dollars to pay for the total value of the increase in your future retirement benefit or earlier retirement eligibility date resulting from purchasing prior service. If you purchase prior service after your two-year approximate normal cost window, your cost will be actuarial.*

How do I purchase service credit?

Register for or log into your myVRS account to review prior service in your record that is eligible for purchase. Your employer's human resource office also can offer assistance. Using myVRS, you can:

- Select the type and amount of prior service to purchase.
- Choose the order in which you wish to purchase service.
- Calculate the cost to purchase service.
- See the impact of purchasing service on your future retirement benefit.
- Evaluate the time it will take to recover the purchase cost in retirement.

OPTIONAL RETIREMENT PLAN FOR POLITICAL APPOINTEES

As an appointee, you may currently participate in the Optional Retirement Plan for Political Appointees (ORPPA), a defined contribution plan. If you have questions about your plan, you may call toll-free at 1-VRS-DC-PLAN1 (1-877-327-5261) and select Option 2 to speak with a Defined Contribution Plans Retirement Specialist.

The following information provides a general overview of ORPPA plan provisions.

Who contributes?

ORPPA Plan 1: Your employer contributes 10.4 percent of your creditable compensation each pay date. You are immediately vested in the plan, which means the full account balance (employer and employee contributions plus any earnings) is available to you when you terminate employment.

ORPPA Plan 2: Your employer contributes 8.5 percent of your creditable compensation each pay date; you pay an additional pre-tax contribution of 5 percent of compensation.

You are immediately vested in the plan, which means the full account balance (employer and employee contributions plus any earnings) is available to you when you terminate employment.

When can I withdraw from my account?

You may begin making withdrawals when you are no longer employed in a position covered for retirement benefits through a plan administered or authorized by VRS. An IRS penalty for withdrawals prior to age 59½ may apply. Withdrawals from all plans are subject to federal income tax and state income tax, depending on your state of residence. You must begin taking required minimum distributions by April 1 of the calendar year following the later of: (1) the calendar year in which you reach age 70½ or (2) the calendar year in which you retire from the employer sponsoring your plan. At your death, your beneficiary will receive the money remaining in your account.

What are my distribution options?

You have several options. You may:

- Keep your money in the plan until a future date (subject to required minimum distribution rules)
- Receive:
    - A total or partial lump sum
    - Annuity payments
    - Periodic payments
    - Partial lump sum with remainder paid as a periodic payment or annuity
- Roll over into an eligible retirement plan such as a 401(a), 401(k), 403(b), governmental 457(b), traditional IRA or Federal Employees Thrift Savings Plan that accepts such rollovers.

If you continue employment with the Commonwealth in a position not eligible for the ORPPA with no break in service, you may use your account balance to purchase VRS service credit.

If you are in ORP Plan 1 and take a full distribution from your account, you are only eligible to participate in ORP Plan 2 if you return to work for an employer providing retirement benefits through one of the VRS-administered or authorized plans.

Once I receive payments, can I change my payment amount?
Except for the purchase of an annuity, you may change your distribution option for the balance remaining in your ORPPA account. You can obtain a Distribution Form here or call toll-free **1-VRS-DC-PLAN1** (1-877-327-5261).

May I transfer or roll over my account if I leave my current employer?
If you leave employment with your employer and become eligible for a distribution, you may roll over your account balance into an eligible retirement plan such as a 401(a), 401(k), 403(b), 457(b) or traditional IRA. However, an IRS penalty for withdrawals from these plans prior to age 59½ may apply. Check with the plan that you are rolling into to ensure it accepts such rollovers.

If you change positions within the Commonwealth with no break in service and move to a position not eligible for the ORPPA, you may use your account balance to purchase VRS service credit.

LEAVING EMPLOYMENT – DEFINED CONTRIBUTION PLANS

If you are currently an ORPPA member, or if you are a VRS defined benefit plan or Hybrid Retirement Plan member who has money invested in a VRS defined contribution plan such as the Commonwealth of Virginia 457 Deferred Compensation Plan or the Virginia 401(a) Cash Match Plan, you have two basic options when you leave VRS-covered employment: leave your money invested with VRS, or take a refund or distribution.

Before taking a refund and cancelling your VRS membership, consider these seven reasons to leave your money invested in VRS defined contribution plans.

1. Low fees

VRS Defined Contribution Plans offer you low administrative fees and investment products that are competitively priced when compared to many others available in the retail market. Low investment fees continue to keep more of your retirement money working for you in your portfolio.

2. Tax-deferred compounding

By participating in your VRS Defined Contribution Plan, you'll enjoy the benefits of tax-deferral, which could help you save more now and in the future. Tax-deferred means you pay no current federal income taxes on the money you contribute – or any of its earnings – until you receive it. Consider the growth potential of your account. When you invest, you earn interest on your money. And then that interest earns interest. That's called compound interest, and it can help your account to grow over time, especially with pre-tax dollar funding.

3. VRS Plan Representatives

VRS Defined Contribution Plans are serviced by knowledgeable, salaried Defined Contribution Plans Retirement Specialists of ICMA-RC who are dedicated to supporting the plans and providing education. They are available – at no cost to you – to keep you up to date on how to best plan for, transition to and live in retirement.

4. Investment options to meet changing needs

VRS Defined Contribution Plans offer a variety of investment options to help meet your needs from early savings and accumulation goals to stable value and income goals. After separating

from employment you can continue to manage your investments in your account just as you did before.

The investment options are organized into three pathways. The path approach is designed to make it easier for you to manage and implement your investment decisions.

- Do-It-For-Me Path
- Help-Me-Do-It Path
- Do-It-Myself Path

5. A variety of distribution options

VRS Defined Contribution Plans offer a variety of distribution options to suit your needs, including periodic payments and partial withdrawals. You can change your distribution option at any time as long as you begin receiving payments the year after turning age 70½.

Distribution options include:

- Full lump-sum distribution
- Partial lump-sum distribution
- Periodic payments (monthly, quarterly, semi-annually or annually)
- Partial lump-sum distributions combined with periodic payments
- Rollover to another plan or IRA including a Roth IRA
- Purchase of an annuity with all or a portion of the account balance

For additional information on taking distributions and any penalties that may apply, please contact an Investor Services Representative at 1-VRS-DC-PLAN1 (1-877-327-5261).

6. Convenient account access

Easy account access, 24/7 at www.varetire.org or 1-VRS-DC-PLAN1 (1-877-327-5261).

- Manage your account information online or through the Plan Information Line
- Rebalance or reallocate account balances
- Download forms and stay up-to-date on plan rules

- Download account data to Quicken®

7. Consolidation options

By rolling assets from other eligible retirement plans or Traditional IRAs into VRS Defined Contribution Plans, you can put all your retirement savings conveniently in one place. What's more, all seven reasons to stay apply.

The 457 Deferred Compensation Plan accepts incoming rollovers of pre-tax money from other eligible retirement plans such as 401(a), 401(k), 403(b), 457(b), traditional IRA or Federal Employees Thrift Savings Plans. After-tax rollovers are not permitted. For additional information on consolidation, please contact your VRS Defined Contribution Plans Retirement Specialist.

Before taking your money out of VRS Defined Contribution Plans, be sure to:

- Familiarize yourself with any possible tax implications
- Consult with a Defined Contribution Plans Retirement Specialist servicing the VRS Defined Contribution Plans to review your options
- Compare VRS Defined Contribution Plans fees to the other plan fees

Moving to Another VRS-Covered Position?

If you move to another covered position with a VRS-participating employer, you will come under the plan provisions of the new position for retirement and other benefits. For more information, refer to the current member handbooks, available at www.varetire.org.

Getting Ready to Retire Resources

There are many other considerations to be aware of as you plan for retirement. You may find the following VRS publications helpful. They are available at www.varetire.org under publications or through the individual defined contribution websites, accessible at www.varetire.org/dcplans.

- ORP for Political Appointees Leaving Employment Guide
- Commonwealth of Virginia 457 Deferred Compensation Plan and Virginia Cash Match Plan Leaving Employment Guide

RESOURCES

Office of the Governor

Administrative Information – Personnel Clearance Form

Dennis Johnson, Director, Division of Selected Agency Support Services
Email: Dennis.Johnson@governor.virginia.gov
Phone: 804-225-4919

Executive Leave Policy

Handbook for Agency Heads, Appendix
http://www.dhrm.virginia.gov/docs/default-source/hr/executive-_leave_policy-8-1-14-(10).pdf?sfvrsn=0

Executive Severance Policy

Handbook for Agency Heads, Appendix
http://www.dhrm.virginia.gov/docs/default-source/hr/executive_severance_policy-8-1-14-(2).pdf?sfvrsn=0

Department Of Human Resource Management

Workforce Transition Act – Severance Benefits [DHRM]

Rue White, Director, Agency Human Resource Services
Email: rue.white@dhrm.virginia.gov
Phone: 804-225-3465

Diane Anderson, HR Policy Consultant, Agency Human Resource Services
Email: diane.anderson@dhrm.virginia.gov
Phone: 804-225-2730

Jeff Presseau, Senior HR Management Consultant, Agency Human Resource Services
Email: jeff.presseau@dhrm.virginia.gov
Phone: 804-356-4802

Contact your agency HR office.

DHRM Severance Benefits Policy: DHRM Policy 1.57, Severance
http://web1.dhrm.virginia.gov/itech/hrpolicy/pol1_57.html

Health Benefits [DHRM]

Gene Raney, Director, Office of Health Benefits

Email: gene.raney@dhrm.virginia.gov
Phone: 804-371-7932

Susan Jones, Associate Director ofr Policy, Office of Health Benefits
Email: susan.jones@dhrm.virginia.gov
Phone: 804-225-2852

Plan Administrators

- **COVA Care** Health Plan Administrators
  - **Anthem Blue Cross and Blue Shield - Medical, Prescription Drug, Vision, Hearing, Behavioral Health and Employee Assistance Program (EAP)**
    Member Services except EAP
    (804) 355-8506 in Richmond
    1-800-552-2682 outside Richmond
    www.anthem.com/cova
    Member Services – EAP: 1-855-223-9277
    http://www.anthemEAP.com

  - **Delta Dental – Preventive and Expanded Dental Benefits**
    Member Services: 1-888-335-8296
    http://www.deltadentalva.com

- **COVA HealthAware Plan Administrators**
  - **Aetna - Medical, Prescription Drug, Vision, Hearing, Preventive and Expanded Dental, Behavioral Health & Employee Assistance Program (EAP)**
    Member Services except EAP: 1-855-414-1901
    www.covahealthaware.com
    Member Services – EAP: 1-888-238-6232
    www.covahealthaware.com

- **COVA High Deductible Health Plan (HDHP) Administrators**
  - **Anthem Blue Cross and Blue Shield - Medical, Prescription Drug, Vision, Hearing, Behavioral Health and Employee Assistance Program (EAP)**
    Member Services (all services except EAP): (804) 355-8506 in Richmond or 1-800-552-2682 outside Richmond
    www.anthem.com/cova
    Member Services – EAP: 1-855-223-9277
    http://www.anthemEAP.com

  - **Delta Dental – Preventive and Expanded Dental Benefits**
    Member Services: 1-888-335-8296
    www.deltadentalva.com

- **ActiveHealth Management Health and Wellness Program Administrators**

- **Health and Wellness Programs for COVA Care, COVA HDHP and COVA HealthAware**
  Member Services: 1-866-938-0349
  www.myactivehealth.com/COVA

➢ **Kaiser Permanente HMO**

- **Kaiser Permanente – Medical, Prescription Drugs and Vision**
  Member Services: 1-800-777-7902
  http://my.kp.org/commonwealthofvirginia

- **Dominion National - Dental**
  Member Services: 1-855-733-7524
  www.dominionnational.com/kaiserdentists

- **Beacon Health Options – Behavioral Health & Employee Assistance Program (EAP)**
  Member Services: 1-866-517-7042
  www.achievesolutions.net/kaiser

Flexible Spending Accounts [DHRM]

Kevin Johnson, Flexible Benefits Program Manager, Office of Health Benefits
Email: kevin.m.johnson@dhrm.virginia.gov
Phone: 804-371-7931

Plan Administrator

➢ **Flexible Benefits Program Administrator**

- **Anthem Blue Cross and Blue Shield**
  Member Services: 1-877-451-7244
  Online Account: www.benefitadminsolutions.com/anthem

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Virginia Retirement System

Defined Benefit Plans

Lead Member Counselor
DB Retirement Counseling Appointments, Estimates, Presentations
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Email: rcrites@varetire.org
Phone: 804-775-3216

Member Counseling Supervisor
Melissa Johnson
Email: mjohnson@varetire.org
Phone: 804-775-3523

Member Counseling Manager
Adelina Teves-Revis
Email: arevis@varetire.org
Phone: 804-775-3260

Defined Contribution Plans

Defined Contribution Plans Officer
ORPPA Enrollment, Transfer of Funds from ORPPA to VRS
Kelvin Allen
Email: kallen@varetire.org

Phone: 804-771-7748

ICMA-RC DC Plans Manager
Hybrid Plan DC Component, ORP (ORPPA, ORPSS), 457 and Cash Match
Patrick Abelon
Email: PAbelon@icmarc.org
Phone: 888-803-2731

ICMA-RC
TPA- Defined Contributions Plans/ Record Keeper
1-VRS-DC-PLAN1 (1-877-327-5261**)**

Genworth
TPA- COV Voluntary Group Long-Term Care Insurance
Member Services: 1-866-859-6060
www.genworth.com/COV

Minnesota Life Insurance Company
TPA-Group and Optional Life Insurance
Joseph Chang, Manager, Richmond Office
Email: joseph.chang@securian.com
Phone: (800) 441-2258