




# Office of Human Resources

## University Benefits Office



# **Pre-Retirement Seminar**

## **Spring 2020**

### **Instructional Staff**

#### **HEOs, ECPs &**

#### **Classified Managerial**

# Pre-Retirement Seminar

## Spring 2020



Presented by:

University Benefits Office;

Talin Spenjian

Director of Benefits

[Talin.Spenjian@cuny.edu](mailto:Talin.Spenjian@cuny.edu)

# Agenda

- Eligibility for Retiree Health Benefits
- Retiree Timeline
- Verification of Service
- Phased Retirement
- TRAVIA, and Terminal Leave
- Medicare Part B
- Annual Leave
- Fellowship Leave
- TransitBenefit
- Health Care Flexible Spending Account
- New York State Deferred Compensation Plan
- Retirement Counseling
- Work After Retirement
- Change of Address or Banking Record
- Questions and Answers

# Eligibility for Retiree Health Benefits

## TIAA Members

Instructional staff members initially appointed to a full-time Position (Article 27.4 of the Collective Bargaining Agreement):

a. on or before June 30, 1976:

- 1. Separated at age 55 or over, with at least 10 years of pensionable, continuous, full-time CUNY service, or
- 2. Separated prior to 55, with at least 15 years of pensionable, continuous full-time CUNY service and attained the age of 55.

# Eligibility for Retiree Health Benefits

b. appointed between July 1, 1976 and August 31, 1985:

- 1. Separated with at least 15 years of pensionable, continuous, full-time CUNY service and attained the age of 62, or
- 2. Separated with at least 10 years of pensionable, continuous, full-time CUNY service, and no subsequent full-time employment in a college, university, or other institution of post-secondary education related to the duties performed while in active service in CUNY or to duties normally performed by the instructional staff at CUNY and attained the age of 62.

# Eligibility for Retiree Health Benefits

c. appointed on or after September 1, 1985:

- 1. Separated at age 62 or over with 15 years of pensionable, continuous, full-time CUNY service, or
- 2. Separated prior to age 62, with 15 years of pensionable, continuous, full-time CUNY service and no subsequent full-time employment in a college, university, or other institution of post secondary education related to the duties performed while in active service in CUNY or to duties normally performed by the instructional staff at CUNY and attained the age of 62.

# Eligibility for Retiree Health Benefits

## TRS and NYCERS

- ERS/TRS/BERS members who retire with immediate payability are eligible for benefits.
- Tier 1 ERS members who retire with deferred payability can retain benefits for 5 years while in such status. If the deferment lasts longer than 5 years, benefits will be suspended until the retiree begins receiving retirement income from ERS.
- TRS members who retire with deferred payability retain the right to retiree health coverage upon receiving retirement income from TRS.

# Retiree Timeline

| ACTION ITEMS  | SUGGESTED TIME FRAME  |
|---|---|
| <ul style="list-style-type: none"> <li>• <b>Verification of service</b></li> </ul>  | <p><b>4 years or 6-12 months prior to retirement</b></p>  |
| <ul style="list-style-type: none"> <li>• <b>Phased Retirement</b></li> </ul>  | <p><b>4 years prior to retirement</b></p>   |
| <ul style="list-style-type: none"> <li>• <b>Complete TRAVIA Leave Form</b></li> </ul>   | <p><b>4 months prior to leave start date</b></p>  |
| <ul style="list-style-type: none"> <li>• <b>Contact pension system (TRS, ERS, BERS or TIAA. The first 3 usually need a specific date. Contact PSC-CUNY Pension Counselor</b></li> </ul>   | <p><b>5 months prior to retirement</b></p>  |
| <ul style="list-style-type: none"> <li>• <b>Apply for Medicare Part A- hospitalization-free (apply at age 65)</b></li> <li>• <b>Apply for Medicare Part B- Doctors-premium for this (active vs. retiree determines effective date)</b></li> </ul> <p><b>Note: Medicare Part D provided through PSC Welfare Fund</b></p> | <p><b>3 months prior to 65<sup>th</sup> birthday</b></p> <p><b>Medicare Part B - not needed prior to age 65. If 65 or older, 3 months prior to retirement</b></p> |
| <ul style="list-style-type: none"> <li>• <b>Meet with HR to submit completed retirement paperwork</b></li> </ul>  | <p><b>2 months prior to retirement</b></p>  |
| <ul style="list-style-type: none"> <li>• <b>Contact NYSUT for continuation of eligible optional benefits</b></li> </ul>   | <p><b>2 months prior to retirement</b></p>  |



# Verification of Prior City and CUNY Service

- Your College Human Resources Office will certify eligibility based on documentation supporting service and salary.
- If a potential retiree has eligible service at more than one CUNY campus, it is incumbent upon the individual to obtain the necessary documentation to verify service at each college, if not already on file at the current campus.
- This is also a good time to review work history with the SSA to ensure that all years of work are accounted for before applying for Social Security.

# Phased Retirement

Tenured Faculty, Librarians, Counselors and Lecturers with CCE

- Available to TIAA Participants of the Optional Retirement Program including alternative Funding Vehicles with MetLife and Guardian.
- Phasing is contingent upon the employee's irrevocable commitment to retire at the end of his/her phasing period
- Supersedes any right to return to work during or following TRAVIA leave
- Applications must be submitted to Human Resources no later than November 15, 2020, to phase beginning the 2021-2022 academic year

# Phased Retirement

## Tenured Faculty, Librarians, Counselors and Lecturers with CCE

- Available to those who have attained age 65 and have completed 15 or more years of full-time continuous service at the start of the phasing period
- Work commitment shall be 50% of contractual full-time work load
- Salary shall be 50% of full-time salary
- Can phase for 1, 2 or 3 years – beginning on the first day of the Fall semester
- May elect to take TRAVIA in final Spring semester of phasing period or be paid out TRAVIA in a lump sum at 100% of salary
- Combined period of phasing and TRAVIA may not exceed 3 years

# Phased Retirement

## HEO Title Series (13.3b status) and Tenured CLT

- Available to those who have attained age 65 and have completed 15 or more years of full-time continuous service at start of phasing period
- Work commitment shall be 80% of contractual full-time work load
- Salary shall be 80% of full-time salary
- Can phase for 6 months or 1 year – beginning on the first day of Fall or Spring semester
- May elect to take TRAVIA after phasing period or be paid out TRAVIA in a lump sum at 100% of salary

# TRAVIA

## Eligible Instructional Staff



- One-half of your accumulated unused sick leave up to a maximum of one semester Does not count against SS.
- If your are at the maximum of 160 days, TRAVIA will be equal up to 5 months. Prorated if less than 160.
- If you plan to take a spring TRAVIA, request the form from HR in November. If your intention is to take a fall TRAVIA go to HR during March.
- Please note that your donation of sick leave to the Dedicated Sick Leave Program may adversely impact you TRAVIA leave benefit.

# Annual Leave and Travia



- Faculty who take Travia leave in the Spring semester will be paid out their unused annual leave during the summer immediately after Travia leave ends.
- Faculty who take Travia leave in the Fall and retire immediately prior to the Spring semester will forego annual leave during the summer after the end of Travia.
- HEOs who take Travia leave will have their unused AL paid out prior to the commencement of Travia.

# TERMINAL Leave

## Eligible Classified Managerial



Based on Personnel Policy Bulletin No. 1-97R, Regulation Reference No. 9.7.3

- If the separation is due to retirement from active status in a title in the CUNY Managerial pay plan, regardless of length of service in the pay plan, payment shall be calculated based on either of the following whichever is greater:
  - One half of all accumulated sick leave or
  - One week of terminal leave for each year of service at CUNY
  - There are additional factors used in the calculation, see your campus benefits officer for the precise calculation.

# Health Coverage: Who, When & What

| Status   | Under age 65   | Age 65 +   |
|--|--|--|
| <b>Active EE</b>                                 | Enrolled in City Health Plan as active employee            | Enrolled in City Health Plan as active EE <ul style="list-style-type: none"> <li>• Should enroll in Medicare Part A</li> </ul>   |
| <b>Retired EE</b>                                | Enrolled in City Health Plan as active employee            | Enroll in Medicare Eligible Plan <ul style="list-style-type: none"> <li>• Enroll in Medicare Part A</li> <li>• Enroll in Medicare Part B</li> <li>• Apply for Medicare Part B Reimbursement</li> </ul>                             |
| <b>Spouse/DP of Active EE who is under 65</b>    | Spouse/DP is covered by EE's City Health Plan as active EE | Covered by City Health Plan under active EE <ul style="list-style-type: none"> <li>• Spouse should enroll in Medicare Part A</li> <li>• If DP, MUST enroll in Medicare Part A</li> </ul>   |
| <b>Spouse/DP of Active EE who is over age 65</b> | Spouse/DP is covered by EE's City Health Plan as active EE | Covered by City Health Plan under active EE <ul style="list-style-type: none"> <li>• Both EE and Spouse should enroll in Medicare Part A</li> <li>• If DP, DP must enroll in Medicare Part A</li> </ul>                            |
| <b>Spouse/DP of Retiree who is under age 65</b>  | Covered under City Health Plan same as active EE           | Covered under City Health Plan, Split Contract <ul style="list-style-type: none"> <li>• Enroll in Medicare Part A</li> <li>• Enroll in Medicare Part B</li> <li>• Apply for Medicare Part B Reimbursement (spouse only)</li> </ul> |
| <b>Spouse/DP of Retiree who is over age 65</b>   | Covered under City Health Plan, Split Contract             | <ul style="list-style-type: none"> <li>• Enroll in Medicare Eligible Plan</li> <li>• Enroll in Medicare Part A</li> <li>• Enroll in Medicare Part B</li> <li>• Apply for Medicare Part B Reimbursement</li> </ul>                  |



# Retiree Healthcare



- Medicare Part D: DO NOT ENROLL IN PART D.
- Drug coverage will be discussed by PSC CUNY Welfare Fund.
- Transfer Period – once in a lifetime option to change plans if retired for more than one year. Thereafter can change in even numbered years.

# Paying for Retiree Health



- TRS member premiums are deducted from monthly pension check.
- TIAA participants must reserve \$50,000 to cover retiree health insurance premiums.
- TIAA participants must annuitize \$10,000 to cover monthly premium.
- TIAA participants must provide the premium amount to them to ensure sufficient funds are annuitized.

# Medicare Part B

## Enrollment & Reimbursement

- Medicare-eligible retirees (age 65 and above) must apply for Medicare Part B— Doctors (Part A- hospitalization-free) at the Social Security Administration prior to retirement. No need to sign up for Part D.
- A form to submit to the Social Security Administration for enrollment in Part B may be obtained from your Human Resources Office, or directly from the SSA three months before you 65<sup>th</sup> birthday.
- Upon retirement Medicare becomes the primary coverage. The City coverage is secondary.

# Medicare Part B

## Enrollment and Reimbursement (con't)

- Retirees are eligible to be reimbursed the basic cost of Medicare Part B premium but you must be enrolled in a City health plan.
- ERS/TRS/BERS retirees receive direct reimbursement from the City Health Benefits Program.
- TIAA retirees must request an application for reimbursement from their Human Resources Office or the University Benefits Office.
- \*IRMAA (Income related monthly adjustment amount) must be requested from the City Office of Labor Relations website.

# Medicare Part B Reimbursement (con't)

## **TRS, ERS, or BERS**

Administered by the NYC Health Benefits Program:

NYC Office of Labor Relations

<https://www1.nyc.gov/site/olr/health/retiree/health-retiree-medb-irmaa.page>

## **TIAA**

Complete Application for Reimbursement and send to:

City University of New York

[UniversityBenefits.Retiree@cuny.edu](mailto:UniversityBenefits.Retiree@cuny.edu)

(646) 664-3409

# Annual Leave



## Annual Leave Cap

Annual leave accruals above the cap, will not be paid without prior approval. If you have annual leave accruals above your cap, it is recommended that you utilize as much as possible prior to your retirement date.

ECP- Cap is 50 days

HEOs – Cap is 45 days

# Fellowship Leave



- ⌘ Faculty members who were on Fellowship Leave during the Spring/Fall, have to fulfill a one year commitment of service after returning from the leave.
  
- ⌘ Travia leave counts towards this service following a paid academic leave.

# Transit Benefit



- If you are currently enrolled in the Edenred Transit Benefits Program and you elect to retire, you will have 90 days to spend the remaining balance in your account.
- The IRS does not allow refunds of unused money in your TSA account.
- If you are Age 65 and still working – you may be eligible for MTA reduced fare / call 718-330-1234 for information.
- Verify account balance and transactions through the Edenred cardholders web site or by calling Edenred Commuter Benefit Solutions at (833) 584-8109.



# Health Care Flexible Spending Accounts

- If your employment is terminated you can select Continuation Coverage to remain in the HCFSA Program for the remainder of the Plan Year.
  - Have your remaining goal balance taken from your last paycheck; or
  - Have your remaining goal balance pro-rated from your remaining paychecks; or
  - Submitting the remaining goal balance on a post-tax basis either by lump sum or monthly payments

# New York State Deferred Compensation Plan

- Schedule an account checkup to review your asset allocation strategy in retirement.
- Choose a payout option that fits your needs. The earliest you can begin making withdrawals is 45 days following your separation of service.
- Decide when you want to take distributions. The Plan does not require you to begin payments until you are age 72, and separated from service.
- If you are 1 year away from retirement, still a good option, can defer twice the legal limit, not coordinated with other TDAs.

# Retirement Counseling

- Retirees are encouraged to rely on information provided by their retirement system. While every effort is made by University officials to provide accurate information, the retirement system will have the final say with regard to their regulations and requirements
- Information may be obtained from the PSC/CUNY WF or the college Office of Human Resources

# Work After Retirement

- Retirees are not prohibited from working after retirement. However, there are certain income restrictions if a retiree returns to work in the public sector
- This earnings limitation is \$35,000 in 2020. You may earn up to this amount without any effect to your pension benefits. (This limitation may change in 2021)

## Exceptions:

1. Employees over 65 years of age
2. Employees working for private sector employers

# Change of Address or Banking Record

- If you have a change of address after the retirement date, you must notify your; College Human Resources Office, Payroll Office, Union, pension plan, UBO (for TIAA retirees) in writing, to ensure that your future payments or notices of benefit changes are sent to the appropriate address.
- Additionally, if your direct deposit banking record changes, you must notify your pension plan.
- Always include a daytime telephone number and email address with your correspondence.

# Things to Remember

Retirement.....  
often means making *changes*

TIAA retirees must notify the University Benefits Office of any address, telephone, or email address changes

Remember to update your beneficiary when necessary

Remember to notify your College Human Resources Office of any marital status changes that may affect your benefits



# Additional Information

## Your College Benefits Officer

- <http://www.cuny.edu/about/administration/offices/ohrm/university-benefits/benefits-office-contacts.html>

## Office of Labor Relations- Health Benefits Information

- <http://www.nyc.gov/html/olr/html/home/home.shtml>

## New York State Tax Information

- <http://www.tax.ny.gov/pdf/publications/income/pub36.pdf>

## Social Security Administration

- <http://www.socialsecurity.gov/>

## AARP

- <http://www.aarp.org/>

## Retired Public Employees Association

- <http://www.rpea.org/>

- [CUNY's Work/Life Program CCA](#)



# Q & A