



Johnson County Government Checklist for Resigning Employees

You'll need to take the following action steps prior to your scheduled last day at work:

- Turn in written resignation to your immediate supervisor at least two weeks prior to your planned last day of work
- Complete a final timesheet
- Update personal mailing address and contact information using Self-Service HR to ensure accurate delivery of your final check, W-2 Form, COBRA letter, etc.
- Update telephone voicemail message to indicate that you are no longer employed with the County and the contact information to direct callers
- Notify key contacts within the County of resignation for business purposes
- Turn in all County property such as keys, ID badges, hardware, software, etc.
- Turn in County P-Card to supervisor
- Submit requests for final reimbursements such as travel, training, etc. using I-Procurement in Oracle
- Transfer any business-related files to appropriate staff
- You will be receiving an invitation to complete an exit survey. In addition to completing the survey, you also have the option to participate in a one-on-one exit interview with your Human Resources Partner. To schedule a one-on-one interview, contact the Department of Human Resources.

See the attached page to learn about benefits-related information that may pertain to your resignation such as:

- Medical Bank & Dependent Care Reimbursements
- Sick Leave/Vacation Payout
- Eligibility for Retirement Benefit Payout – KPERS, KP&F, 457/401(a)

If you have any questions about this information, please contact HR at 715-1402.

BENEFITS TERMINATION INFORMATION

What happens when I leave the County's employment?

COMPENSATION

Final Pay: Upon separation, you will receive your final pay on the normal payday for the pay period during which termination of employment is effected. If you participate in direct deposit, your final pay will be direct deposited into your bank account. Final pay that is not direct deposited will be sent to your former department/agency. Notify your Personnel/Payroll Representative if you will pick up the check(s) or want them mailed to you. Terminations of employment should process during the regular pay cycle in which the date of termination occurs. Please call your department/agency to ensure that your final pay has processed.

Vacation/Sick Leave: A separate check will be issued for any accrued and unused vacation if you have completed your Introductory Period of employment which is typically the first six months of employment. Employees who have successfully completed the Introductory Period and either resign in good standing or are laid off will be paid for 20% of accrued, but unused sick leave hours.

W-2 Statements: Year-end W-2 statements will be mailed at the end of January to your last known address on file. If your address changes before year-end, please contact the payroll staff at (913) 715-0568 or (913) 715-0572 to report the change.

HEALTH BENEFITS

Medical/Dental Insurance: If your termination of employment effective date corresponds to the first pay date of the month, you will continue to have coverage until the 15th of that month. If your termination effective date corresponds to the second or third pay date of the month, you will continue to have coverage until the end of that month. This does not apply if you have not worked enough hours to have a deduction.

Upon termination of employment, you may elect continued medical and/or dental coverage under COBRA at 102% of the full cost of the regular plan. COBRA is administered by CONEXIS (www.conexis.org), an external company. Continued enrollment in the HMO plan requires that you work or reside in the covered area. Should you move outside the covered area, the PPO is the only option for continued coverage. You should receive COBRA information and election forms within 30 days from the end of your group coverage with Johnson County Government. When you receive election forms, you will have 60 days to make an election and pay for continued coverage. Your coverage will be retroactive to the day you lost coverage as an active employee. If you elect continued coverage, insurance premiums are due and payable the first of each month. If timely payments are not received, coverage may be terminated.

If you are retiring, you may have the option to continue your Medical/Dental Insurance beyond the normal COBRA extension period if you have at least 10 years of service with Johnson County while you are under the age of 65.

Medical Reimbursement Bank: You have 60 days from your employment termination date to submit any claims that were incurred while actively employed by the County for payment.

Upon termination of employment, if eligible, you may also elect continued Medical Reimbursement Bank coverage under COBRA at 102% of the full cost of the regular plan *if your YTD reimbursements do not exceed your YTD payroll contributions*. Administration of COBRA is through CONEXIS. You should receive COBRA information and election forms within 2 weeks from the end of your group coverage with Johnson County. If you elect continued coverage, contributions are due and payable the first of each month. If timely payments are not received, coverage may be terminated. COBRA extension of MedBank is limited to the end of the plan (calendar) year, as opposed to the 18/29/36-month extension for other health insurance. If you elect COBRA coverage for your Medical Reimbursement Bank and have any claims after your termination of employment, claims should be submitted to OFM – Benefits. These claims will be held until notification

BENEFITS TERMINATION INFORMATION

from CONEXIS has been received that COBRA for their Medical Reimbursement Bank has been elected and contribution has been paid.

Dependent Care Reimbursement Bank: You have until the sooner of 60 days from your termination of employment date or January 31st of the following year to submit any claims for payment.

RETIREMENT BENEFITS

KPERS & KP&F:

- You must wait 30 days after your date of termination date before applying for withdrawal. Then, contact a member of the Payroll staff at (913) 715-0568 or (913) 715-0572 for a form K-13. Normal processing time takes 8 – 12 weeks. After a few standard questions, the withdrawal form will be mailed out.
- If you are vested with 10+ years of service, you may leave your money in the KPERS State account in Topeka until you are eligible for retirement.
- If you are not vested, you can leave your money in the KPERS account for up to five years.
- If you are within 5 years of being eligible to retire, you may leave your money in the KPERS account until you become eligible to retire. Those monies would continue to draw interest until that time.

If you are retiring, it is advised that you contact a member of the Payroll staff at (913) 715-0568 or (913) 715-0572 to initiate your paperwork at least 60 days prior to retirement.

START Plan (Defined Contribution Plan): The START Plan includes two plan components: 457(b) - employee contributions; and 401(a) - County match contributions. Call an ING National Customer Service Associate for information about withdrawal and rollover options at (800) 584-6001. A vesting schedule of 20% for each full year of service applies to the 401(a) contributions. ING must receive confirmation of your separation from County employment prior to distribution of your plan assets.

OTHER VOLUNTARY BENEFITS

Life Insurance - Group Term and Voluntary Group Term: Upon separation, your coverage under the County provided Group Term Life Insurance and any Voluntary Group Term Life Insurance (through Standard Insurance Company) terminates. You may be able to continue your coverage through conversion and portability options without evidence of insurability, provided you complete the necessary paperwork within 31 days of your termination date. For complete information regarding conversion and portability rights and cost, please contact Standard Insurance Company at (800) 628-8600. You will receive paperwork to submit directly to Standard Insurance Company if you are interested in this option.

Short Term Disability: Your coverage ends upon your termination of employment. If you are currently receiving short term disability benefits at the time of your termination of employment, you will continue to receive payments until you have received a total of 180 days benefit minus the length of your Benefit Waiting Period, as long as your illness or injury continues as a qualified disability as determined by Standard Insurance Company.

Tuition Reimbursement Program: Former employees are not eligible for tuition reimbursement regardless of their active status at the time the class was taken. To be eligible for reimbursement, an employee must be active at the time the reimbursement is processed.