

Benefits Continuation Overview

The following document provides details on the continuation and/or timing of various benefits as you transition out of BSW or to a non-benefit position.

Medical, Dental, Vision

- Your current medical, dental and vision benefits will continue through the last day of the pay period in which your employment ends or you transfer to a non-benefit eligible position.
- Optum is our third-party administrator for COBRA. You will receive a notice at your home address within two to three weeks following your last day of employment. You will have 60 days from the date of the notice to elect. Please contact Optum at **855.409.7029** with any questions.

Spending/Savings accounts

- Your FSA coverage will continue through your last day of employment or transfer to a non-benefit eligible position. You may submit for reimbursement of expenses incurred prior to this day.
- Optum will mail information to your home address regarding available COBRA options for the healthcare flexible spending account (FSA). If you wish to continue this coverage under COBRA, you will need to complete the election on the initial COBRA notice within 60 days.
- Your HSA is portable. That means you can take your HSA with you when you leave and continue to use funds and any earnings you have accumulated.

Life and AD&D insurance

- Your current coverage will continue through the last day of the pay period in which your employment ends or you transfer to a non-benefit eligible position.
- You may have conversion or portability options for your coverage or spouse/dependent coverage. Please contact New York Life at **800-642-8238** if you have questions about your options.
 - If interested, you must apply for conversion insurance within 62 days after insurance under this policy ends or within 31 days of the date notice is given to apply for a converted policy or certificate, whichever is later.

Short-term disability

- Your coverage ends on your last day of employment or transfer to a non-benefit eligible position and is not eligible for conversion or continuation.

Long-term disability

- Your current coverage will continue through the last day of the pay period in which your employment ends or you transfer to a non-benefit eligible position.
- You may have conversion options available for your coverage. Please contact New York Life at **800-642-8238** if you have questions about your options. To be eligible, you must have been insured for disability benefits and actively at work for at least 12 consecutive months.
 - If interested, you must apply for conversion insurance within 62 days after insurance under this policy ends or within 31 days of the date notice is given to apply for a converted policy or certificate, whichever is later.

Benefits Continuation Overview Cont.

Accidental injury, Critical illness and Hospital care

- Coverage ends on the last day of the pay period in which your employment ends or you transfer to a non-benefit eligible position.
- You may have conversion or portability options for your coverage or spouse/dependent coverage. Please contact Cigna at **877.505.5872** if you have questions about your options. If interested, you must apply for conversion insurance within 62 days after insurance under this policy ends or within 31 days of the date notice is given to apply for a converted policy or certificate, whichever is later.

Legal Plan

- Coverage ends on the last day of the pay period in which your employment ends or you transfer to a non-benefit eligible position.

Paid Time Off

- Any remaining PTO after your last day will be paid out to you within 1-2 pay periods after your last day or transfer to an ineligible position.
- Senior management time off (SMTO) days are not accrued, so you will not be paid for any unused SMTO days upon your separation of employment or transfer to an ineligible position.

Retirement Accounts (for terminations)

- Within three-to-four weeks after your last day of employment, you will receive a termination kit from Empower explaining your distribution options. You may contact an Empower representative at **844-722-2794** weekdays, 8 a.m. to 7 p.m. CST or log into **BSWHretirement.com**.
- You are always 100% vested in the contributions you made to your retirement plan. The employer matching dollars vest at 100% after three years of service.
- If you have an outstanding loan, the loan must be repaid in order to avoid a taxable distribution. Please contact Empower Retirement at 844-722-2794 to discuss your options.
- **Note:** Retirement is only impacted upon termination. All employees, regardless of status (full-time, part-time or PRN), are eligible to participate in our retirement plans.

401(k) Account Balance Information

- If your account balance is \$1,000 or less, the total vested balance will be distributed to you in a lump sum payment after your termination.
- If your account balance is more than \$1,000, but less than \$5,000, and you do not make a distribution election, your account will be automatically rolled over to an IRA with Millennium Trust Company (**877-682-4727**).
- Account balances greater than \$5,000 may remain with Empower, if desired.
- You may rollover your funds to an IRA or another qualified plan or take a lump sum distribution with applicable taxes and possible penalties.