



HUMAN RESOURCES DEPARTMENT

200 West Oak Street, Suite 3200
Post Office Box 1190
Fort Collins, Colorado 80522-1190
(970) 498-5970
FAX (970) 498-5980
TDD (970) 498-7969
JOBLINE (970) 498-5979
www.larimer.org

BENEFITS INFORMATION FOR REGULAR STATUS EMPLOYEES CHANGING TO TEMPORARY STATUS

Benefit eligibility and enrollments continue through the last day of the month in which your employment ends, unless indicated otherwise below.

(COBRA continuation coverage may be available, as indicated below, and a notice will be mailed to your home by our third party COBRA vendor. You will receive the notice within 30 days of your coverage termination date.)

MEDICAL INSURANCE: If enrolled, you are eligible to continue health coverage under the provisions of COBRA. When your coverage ends, you will receive a "Certificate of Group Health Plan Coverage" from our Medical TPA stating your dates of coverage. Please note, this plan does not permit conversion to an individual policy.

DENTAL INSURANCE: If enrolled, you are eligible to continue dental coverage under the provisions of COBRA. Please note, this plan does not permit conversion to an individual policy.

VISION INSURANCE: If enrolled, you are eligible to continue vision care under the provisions of COBRA. Please note, this plan does not permit conversion to an individual policy.

EMPLOYEE ASSISTANCE PROGRAM: You are eligible to continue the employee assistance program under the provisions of COBRA.

FLEXIBLE SPENDING ACCOUNTS: You can submit claims for expenses incurred through the last day of the month of your employment termination date. The Healthcare FSA may be continued under the provisions of COBRA by continuing to pay the monthly contribution.

BASIC TERM LIFE INSURANCE: You may continue your basic life insurance and pay the applicable premium if you apply directly with our Life Insurance vendor within 31 days of the date of termination. Upon termination, application paperwork will be mailed directly to your home from our Life Insurance vendor.

VOLUNTARY TERM LIFE INSURANCE: If enrolled, you may continue this coverage by completing and submitting a continuation request to our Life Insurance vendor within 31 days of the termination of this insurance (last day of the month in which your employment ends). Upon termination, application paperwork will be mailed directly to your home from our Life Insurance vendor.

VOLUNTARY ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE: You cannot convert this coverage to an individual policy. Coverage terminates on the last day of the month in which you terminate employment.

GROUP LONG-TERM DISABILITY INSURANCE: You cannot convert this coverage to an individual policy. Coverage terminates on your last day of employment.

AFLAC SUPPLEMENTAL INSURANCE: If enrolled, you may continue your coverage by setting up direct billing to your home. Contact AFLAC policy holder services at 1-800-992-3522. If you do not switch to direct bill, coverage will be cancelled at the end of the month in which you terminate employment.

MANDATORY 401(a) RETIREMENT PLAN: Contact TIAA for the available options for your retirement account at 800-842-2252.

DEFERRED COMPENSATION 457(b) PLAN: If you participated in the deferred compensation plan, contact TIAA at 800-842-2252 for your available options.

DISBURSEMENT OF UNUSED SICK LEAVE: *(Available after five years of service)*

When the value of your unused sick leave is \$1,000 or less, you will receive a cash payout. When the value is over \$1,000, it will be deposited pre-tax in the health reimbursement account (HRA). If you have between five and nine completed years of service, the value will be calculated at 35% of the unused sick leave balance; for ten or more completed years of service, the value will be calculated at 50% of the unused sick leave balance. The HRA can be used to pay for medical expenses. Genesis Employee Benefits, the plan administrator, will send you a Welcome Kit after they receive your contribution with information and details on how to use the account. They can be reached at 1-866-678-8322.

VACATION LEAVE: You will be paid for all accrued vacation leave up to the maximum carryover amount, using your current pay rate at the time you terminate employment.

HOLIDAY LEAVE: You will be paid for all unused holiday leave up to the maximum carryover limit. You may not extend your termination date with the use of floating holiday(s). (Example: You may not use a floating holiday beyond your last physical working day.)

PARKING PERMIT: If you have a parking permit, the parking entrance card/fob will be voided at the end of your termination month. If you have questions, please contact City of Fort Collins Parking Services at 215 N. Mason, Fort Collins. Their phone number is (970) 221-6617.

QUESTIONS: Contact the Benefits Department at (970) 498-5970.

IF YOU ARE UNSURE OF YOUR CURRENT ENROLLMENTS:

- Please go to the Ultipro Portal link from the Bulletin Board to access your **Current Benefits** on the **Myself → Benefits** screen, and your **Current Pay Statement** on the **Pay** screen.
- To access the Ultipro Portal link from a non-county computer, go to **<https://nw12ultipro.com>**. (If you are a first time user and are prompted for a Password, enter your birthdate in this format *WITH NO SLASHES OR DASHES*: **MMDDYYYY**).