

**PART-TIME FIT EMPLOYEES
SUMMARY OF BENEFITS UPON SEPARATION OF EMPLOYMENT
(Non-Retirement)**

<u>If enrolled in:</u>	
Health Care Plan	Coverage ends on the last day of the month in which your employment terminates. You will be offered the opportunity to continue coverage under COBRA. Information on your rights under COBRA, the cost of coverage, and an election form will be sent to your mailing address on file with FIT by the COBRA Administrator.
UCE of FIT Welfare Trust Fund Benefits	The last day of coverage will vary depending upon your premium paid-through date. Please contact Anne Golden in the Welfare Fund office, Anne_Golden@fitnyc.edu or 212.217.3377, to determine when your coverage ends. You will be offered the opportunity to continue coverage under COBRA. Information on your rights under COBRA, the cost of coverage, and an election form will be sent to your address on file with the UCE of FIT Welfare Trust Fund by the COBRA Administrator, the Seneca Consulting Group.
Flexible Spending Account (FSA) Plan	<p>Participation ends on the last day of the month in which your employment ends. This is also the last day you may use your FSA benefits card. Any balance(s) in your Flexible Spending Account(s) may be used for expenses incurred <i>on or prior to</i> that date.</p> <p>If a balance remains in your <i>Health Care FSA</i>, you may continue current calendar year participation by electing COBRA. If elected, you may use your existing balance for health care expenses <i>incurred through the end of the current calendar year</i>. Dependent Day Care Flexible Spending Account coverage cannot be continued under COBRA. Information on your rights under COBRA, the cost of coverage, and an election form will be sent to your mailing address on file with FIT by the COBRA administrator, Flexible Benefit Administrators, Inc. (FBA).</p> <p>The claims filing deadline for all eligible FSA expenses is March 31 of the following calendar year.</p>

<p>SUNY Optional Retirement Plan</p>	<p>If you are enrolled in the SUNY Optional Retirement Plan (ORP), contributions will be made on eligible compensation earned through your employment end date. If you have completed the vesting period, you may maintain your account(s), request a rollover from your account(s) to another organization or take a distribution. If you have not completed the vesting period, your own contributions, plus interest, will be refunded to you upon request only (please contact a benefits representative to make a request) or will otherwise be retained in the event of future SUNY service.</p> <p>If you have questions regarding your options, contact the applicable SUNY investment provider(s):</p> <ol style="list-style-type: none"> 1. TIAA: 800.842.2252; www.tiaa.org/suny 2. Fidelity: 844.367.7869; www.netbenefits.com/SUNY 3. MetLife: 800.560.5001; www.metlife.com/SUNY 4. AIG Retirement Services (formerly VALIC): 800.448.2542; www.aig.com/retirementservices 5. Voya Financial: 800.584.6001; https://suny.beready2retire.com
<p>New York State Teachers' Retirement System (NYSTRS)</p>	<p>If you are enrolled in the New York State Teachers' Retirement System (NYSTRS), your FIT participation will end on your employment end date or the last day of the pay cycle in which you receive contractual pay (adjunct faculty only). If you have questions about benefits or credited service, please contact NYSTRS at 800.348.7298, or visit their website to access your online account or review plan information, www.nystrs.org.</p>
<p>SUNY 403(b) Voluntary Savings Plan - Retirement Plan</p>	<p>Your contributions will be deducted from eligible compensation earned through your employment end date. You are 100 percent vested in your account. You may maintain your account(s), request a rollover from your account(s) to another organization or take a distribution by contacting the applicable SUNY investment provider(s):</p> <ol style="list-style-type: none"> 1. TIAA: 800.842.2252; www.tiaa.org/suny 2. Fidelity: 844.367.7869; www.netbenefits.com/SUNY 3. MetLife: 800.560.5001; www.metlife.com/SUNY 4. AIG Retirement Services (formerly VALIC): 800.448.2542; www.aig.com/retirementservices 5. Voya Financial: 800.584.6001; https://suny.beready2retire.com
<p>New York State 457(b) Deferred Compensation Plan (NYSDCP) - Retirement Plan</p>	<p>Your contributions will be deducted from eligible compensation earned through your employment end date. You are 100 percent vested in your account. You may maintain your account, request a rollover from your account to another organization or take a distribution from your account by contacting NYSDCP at 800.422.8463 or visit their website to access your online account or review plan information, www.nysdcp.com.</p>

Commuter Benefit Plan (Mass Transit and Parking Accounts)	<ul style="list-style-type: none"> • Pre-tax Transit balances in the WageWorks Commuter Card will no longer be usable after 90 days from your employment termination date. • Pre-tax Transit Passes will no longer be usable after the last day of your last active benefit month. • Pre-tax Parking balances are forfeited immediately on your employment termination date. However, if enrolled in the Parking Pay Me Back payment method, you have 6 months to submit for reimbursement for parking expenses incurred through your last day of employment. • Post-tax contributions remaining in your account will be refunded to you via check by HealthEquity/WageWorks. <p>To discontinue contributions, access your HealthEquity/WageWorks online account, https://www.wageworks.com, or call HealthEquity/WageWorks at 855.692.2966. Remember to make any changes by the 1st of the month prior to the benefit month (e.g. August 1 for deductions to stop in August to effect a September benefit month).</p>
Educational Assistance Plans	<ul style="list-style-type: none"> ➤ FIT Tuition Exemption Program – If your employment terminates before the course(s) begins, you will be required to pay for the course(s) unless you officially withdraw by the established deadlines. ➤ SUNY Employee Tuition Assistance Program – If you terminate prior to the annual processing of reimbursement (generally in the summer), you will not be eligible to receive reimbursement for the related academic year.

Important: Address Changes After Separation

If your address changes after you separate from the college, notify the [Office of Human Resources](#) and the UCE of FIT Welfare Trust Fund Office immediately. Your new address is needed for you to receive your Form W-2 which is sent early in the year after your separation and may be needed for benefits purposes.

If you have questions, please send an email to hr_benefit@fitnyc.edu or call 212.217.3670 for assistance from a benefits representative.