Employee Benefits: What Happens When I Leave?

The following summary is for employees who leave employment with Pinellas County for reasons other than retirement. For a summary of retirement benefits, see Retiree Benefits: What Happens When I Retire? See page 2 for final payout and W-2 information.

**BENEFITS COVERAGE**

**Benefits Coverage End Date**
Your benefits coverage through the County ends on the **last day of the pay period in which your separation occurs**. This includes health, prescription, vision, dental, life, healthcare flexible spending account, dependent care flexible spending account, short term disability and long term disability.

**COBRA**
You may be eligible to continue your health, prescription, vision, dental and/or healthcare flexible spending account participation. The coverage is the same as the active employee plans. COBRA can be continued for up to 18 months. Your COBRA enrollment materials will be mailed to your home address by Discovery Benefits. Please contact Discovery Benefits at (866) 451-3399 with questions about benefit continuation. To view COBRA rates, visit www.pinellascounty.org/hr/benefits/cobra.htm.

**Deferred Compensation**
When you leave Pinellas County employment, you are no longer eligible to make contributions to your deferred compensation account. Based on your current balance, you can take a distribution, roll your funds into another qualified plan, or leave the monies in your account. Please contact your deferred compensation provider(s) to discuss your options:

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<tr>
<th>ICMA-RA (866) 620-6070</th>
<th>Mass Mutual (800) 528-9009</th>
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<tr>
<td>Nationwide (877) 677-3678</td>
<td>Valic (813) 269-3362</td>
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**Flexible Spending Account (FSA)**
Your participation in the FSA ends on the last day of the pay period in which your separation occurs. You have 90 days from the date your coverage ends to submit claims incurred while you were a plan participant. Any funds remaining in your account after the 90-day period ends will be forfeited. You may be eligible to continue coverage under COBRA. Please contact Discovery Benefits at (866) 451-3399 with questions about benefit continuation.

**Health Savings Account (HSA)**
If you have an HSA, you may continue to use your funds to pay for eligible medical and dental expenses including deductible, co-insurance and copays as well as eyeglasses and other expenses. You are no longer eligible to make contributions to your account if you are not enrolled in a Consumer Driven Health Plan.

**Life Insurance**
Your group term life insurance paid by Pinellas County and any supplemental life insurance you purchased for yourself and your dependents ends on the last day of the pay period in which your separation occurs. Information about continuation of supplemental or dependent life insurance coverage will be mailed to your home by The Standard. For questions, call The Standard at (800) 378-4668. If you have WrapPlan Group Universal Life Coverage, contact Transamerica at (888) 763-7474 for assistance.
Rewards Program
You have 90 days from your separation date to redeem any points in your account. Call the Rewards Program Helpline at (800) 875-8284 or visit www.pinellascounty.org/hr/rewards (internal link for employees) to place an order or to ask questions about your account.

Short Term and Long Term Disability
Any approved short term disability claim will continue until you have recovered or have reached your maximum benefit. The Standard will continue to monitor your claim for additional benefits.

Tuition Reimbursement
You are eligible for reimbursement for an approved class that you have successfully completed if your reimbursement request has been both submitted and approved prior to your separation date. Please contact Human Resources Learning & Development with questions at learning@pinellscounty.org or call (727) 464-3796.

Wellness Incentive Program
The Wellness Incentive Program requires participants to be employed to receive a wellness reward payout of points or cash. No payouts are made after you leave Pinellas County.

FINAL PAYOUT / W-2

Final Paycheck
Your last paycheck is issued as a paper check or by direct deposit, depending on your employer (see below). Please note that paper checks are mailed to the address on file so be sure your address in OPUS is correct before you leave.

<table>
<thead>
<tr>
<th>Paper check</th>
<th>Direct deposit</th>
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<tbody>
<tr>
<td>▪ Board of County Commissioners</td>
<td>▪ Property Appraiser</td>
</tr>
<tr>
<td>▪ Business Technology Services</td>
<td>▪ Tax Collector</td>
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<tr>
<td>▪ Clerk of the Circuit Court</td>
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<td>▪ County Attorney’s Office</td>
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</tbody>
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Leave Payout
Your annual leave balance (up to three times your annual accrual rate) and any comp time you have accrued will be paid out on your final paycheck. If you would like any portion of the leave contributed to your deferred compensation 457 plan, you must complete a contribution change form. Unused floating holidays and personal days are not paid out at separation.

W-2 Forms and 1095 Forms
You will receive a W-2 and a 1095 form issued by each Appointing Authority you worked for during the year. These forms are mailed to your address of record in OPUS. If you have a change of address, please notify Human Resources by email at humanresources@pinellascounty.org or by phone at (727) 464-3367.

This is a summary of how your benefit plans are impacted when you leave Pinellas County employment. For full plan details, please see the summary plan description, plan document, Personnel Rule or policy related to each benefit.