



INFORMATION TO EMPLOYEES LEAVING EMPLOYMENT WITH THE CITY OF BURLINGTON

RETIREMENT, TERMINATION OR RESIGNATION

As you leave City employment, you need to return all City property in your possession & to know the following:

- **If your ending employment is due to retirement or resignation**, you must submit a written notice of your retirement or resignation date to your supervisor within the time frame spelled out in the employee's union contract or Personnel Manual for Non-Union Employees
- **At the time of retirement/resignation**, full-time City employees receive regular wages through the last day worked and any accrued benefits due them, such as vacation, sick leave, comp time, personal leave, and longevity on the next regular payday, unless other arrangements are made. An estimate of these wages and benefits are available from the Human Resources Department upon request.
- **For employees eligible for sick leave payout:** In lieu of sick leave cash payout, employees who are planning to keep their health insurance from the city through COBRA, may contribute 100% of the sick leave to a Mid-America Health Reimbursement Account (HRA) to pay tax free for your insurance until that amount is exhausted.
- **Contact Sandy Grinnell in payroll 319-753-8123** to discuss your last check and inform her of the following:
 - a) Do you want direct deposit or actual check and the email address to have the voucher sent?
 - b) If you are moving, please provide a new address for W-2 purposes & future contact.
 - c) Retirees only: federal/state tax withholding change on final check
- **SOCIAL SECURITY:** If eligible for Social Security, call the local office in Burlington at 319-752-6322 or 1-800-772-1213 to set up an appointment to start benefits. Employees can sign up at least one month, but no longer than 3 months, prior to their retirement date.
- **IPERS:** If eligible for benefits or a refund? Contact IPERS by calling 800-622-3849 or by e-mail at info@ipers.org. Also, the IPERS website is www.ipers.org. IPERS will send a packet of forms and information listing the monthly benefits options, beneficiary information, direct deposit instructions, etc. The director of Administrative Services (Stephanie Stuecker) is required to complete a section of this packet and the employee's (and, if applicable, spouse's) signature must be notarized.

- **MFPRSI** (Fire and Police employees only): If eligible for Municipal Fire and Police Retirement System of Iowa benefits or a refund, contact MFPRSI by calling 515-254-9200 or 888-254-9200 or by e-mail at pensions@mfprsi.org at three to six months prior to the date of your retirement to request a Service Retirement Application and benefit estimate.
- **Credit Union** – Payroll advises them of employee leaving
- **United Way** – contribution ends
- **Child Support / Garnishments** – Payroll advises of termination
- **New York Life** – Payroll advises of termination
- **DEFERRED COMPENSATION:** If you have contributed to a 457 deferred compensation plan during your City employment, you must notify your deferred comp representative of your termination of employment with the City.
 - a) If you participated in Mission Square Retirement, contact the payroll dept. at 319-753-8123. The City’s Mission Square Retirement representative, Ian Swafford can be contacted at 202-759-7046 or by e-mail: ITSwafford@missionsq.org
 - b) If you participated in the T. Rowe Price Plan through Two Rivers Investment Services, contact Nick Bronson at 319-758-8442 or email her at nick.bronson@lpl.com for instructions.
 - c) If you participated in any other deferred comp plan, contact the appropriate representative. Deferred comp plans normally require official notification an employee has retired before a retiree can withdraw funds.
- **HEALTH INSURANCE:** If you wish to continue your health insurance benefits, you must review your health care coverage options. **Your insurance coverage as a City employee will end on the last day of the month of the last date of your City employment.** You will need to discuss your health care coverage options with a World Insurance/EBS representative, a packet will be sent to you at your home address. You must inform the City and EBS if you are utilizing the Prepaid Insurance Premium benefit with accrued sick leave funding and complete the appropriate forms. If you participate in the Flex Spending Account, eligibility to use the account will end on the last day of employment.

Contacts:

Celest Johnson- EBS cjohnson@ebs-tpa.com 319-758-8447

Regan Jones – World Insurance reganjones@worldinsurance.com 319-758-8423

If you have any other questions, please contact Becky Carl, Human Resources at 753-8161 or carlb@burlingtoniowa.org or Stephanie Stuecker at 753-8178 or stueckers@burlingtoniowa.org