



**City of San Rafael  
Human Resources Department**

**Re: Final Paycheck and Benefits Information**

The information in this memo is furnished to you in order to provide you with important information about your benefits upon termination of employment.

**EQUIPMENT/CITY PROPERTY**

All equipment/property owned by the City (i.e., keys to City property, City credit card(s), Employee ID card, cell phone, laptop, etc.) and any other equipment/property assigned to you by the department should be returned to your supervisor or another supervisor/manager in your department on or before your last day of employment.

**PAYROLL**

Your final paycheck includes hours worked up through your last day of employment as well as any payout for unused, accrued vacation, comp time, floating holidays and a portion of your unused, accrued sick leave (*as outlined in the MOU for your bargaining group*). Please contact [payroll@cityofsanrafael.org](mailto:payroll@cityofsanrafael.org) with any questions.

After the end of the calendar year (according to IRS deadlines) you will receive a W-2 form from the City of San Rafael for your income tax filing. Please notify the City of any changes in your personal mailing address by contacting [human.resources@cityofsanrafael.org](mailto:human.resources@cityofsanrafael.org).

**TERMINATION OF BENEFITS**

The group benefit(s) you may have been enrolled in as an active employee and the status of those benefits at termination are as follows:

**Health Insurance.** If you are enrolled in the City's group health insurance plan, your coverage will end on the last day of the month following your last day of City employment (i.e., last day of employment is August 21, coverage as an active employee ends on September 30).

**Dental Insurance.** If you are enrolled in the City's dental insurance plan, your coverage will end on the last day of the month in which you were employed. (i.e., last day of employment is August 21, coverage as an active employee ends on August 31).

**Vision Insurance.** *This group insurance policy is provided to eligible employees in certain bargaining groups only.* If you are enrolled in the City's vision plan, your coverage will end on the last day of the month in which you were employed.

**125 Plan – Flexible Spending Account.** If you are enrolled in the 125 Plan you have 90 days after your last day of work to submit claims for medical or child care reimbursement. Expenditures must have occurred while you were actively employed. For more information contact Connect Your Care at 888-339-3685 or visit [www.ConnectYourCare.com](http://www.ConnectYourCare.com).

**COBRA Continuation of Coverage for Health, Dental, Vision or 125 Plans**

It is possible to continue coverage under any health, dental, vision and/or 125 plan in which you are currently enrolled for a period of time after your employment through a federal program called COBRA. **If you are enrolled in any of these plans, you will**

**receive an information packet and enrollment forms from ConnectYourCare, the City's third party administrator for COBRA benefits.** If you wish to continue coverage for any plan under COBRA, you must make an election decision within sixty (60) days of your last day of employment.

If elected, COBRA coverage would begin the first day of the month after which your current coverage ends (see above for coverage end dates). During this COBRA benefit continuation period (normally a maximum period of 18 months, with a few exceptions) you are responsible for the full monthly premium payment plus a two percent (2.0%) administrative fee. You will be notified by ConnectYourCare of the proper forms to complete should you elect to continue coverage. The COBRA premium cost information will also be provided in the packet of information.

**Basic & Voluntary Life Insurance.** Your enrollment in the City's group life and voluntary or dependent life insurance plans ends on your last day of employment. It is possible to convert your group term life insurance policies into an individual policy. To convert coverage, you must apply for the conversion policy and pay the first premium payment within 31 days after your coverage with the City ends. **Please contact [human.resources@cityofsanrafael.org](mailto:human.resources@cityofsanrafael.org) for an application to convert your policy.**

**Long-Term Disability Insurance.** Your enrollment in the City's group long-term disability insurance plan ends on your last day of employment.

**Employee Assistance Program.** You will have access to the City's EAP program up until the last day of the month in which you were employed. The EAP provides voluntary and completely confidential counseling and referral services as well as useful tools and resources that cover topics such as dealing with stress, emotional wellness, personal well-being, etc. You may contact the EAP 24/7 at 1-800-523-5668.

### **DEFERRED COMPENSATION**

As an employee of the City of San Rafael you may have participated in one of the deferred compensation plans available through ICMA-RC or Nationwide. Questions related to your account with either of these providers should be directed to the appropriate plan representative as listed below:

<b>ICMA-RC</b>	(800) 669-7400 // <a href="http://www.icmarc.org">www.icmarc.org</a>
<b>Nationwide</b> (National Deferred)	(800) 769-4457 // <a href="http://www.nationaldeferred.com">www.nationaldeferred.com</a>

### **PARS (Public Agency Retirement System)**

If you were employed less than 75% FTE, you will receive an information packet from PARS (Public Agency Retirement System) regarding the ability to access funds contributed during your employment by you and by the City on your behalf. The City notifies PARS of employees eligible for a distribution of funds on a monthly basis. If you do not receive anything within 3-4 weeks after the end of the last month in which you worked, please contact HR at [human.resources@cityofsanrafael.org](mailto:human.resources@cityofsanrafael.org). You can also contact PARS directly at (800) 540-6369.

### **MARIN COUNTY EMPLOYEES' RETIREMENT SYSTEM**

Employees in a 75% FTE and above position participate in MCERA. For information regarding the ability to access funds contributed during your employment, please contact MCERA directly at (415) 473-6147 or visit their website at [www.mcera.org](http://www.mcera.org).