

Termination Information

This information is provided to assist you with offboarding and your termination from the Archdiocese of St. Louis.

Payroll

Your final paycheck will be paid in accordance with the next scheduled payroll to be processed. After termination any tax documents such as your W2 or 1095C will be mailed to the address provided. Please email AskHR@archstl.org with any questions.

Medical, Dental, and Vision Benefits

If you are currently enrolled in the medical, dental and vision plan, your coverage and any dependent coverage will end on the last day of the month in which you terminate. This is your coverage termination date. If you terminate on the last day of the month, coverage ends that day.

Continuation of Coverage (COC)

At termination, if you have been covered under the health plan for 3 months or longer, you will be offered Continuation of Coverage for benefits if you terminated for any reason other than misconduct. If you are under age 65, you will be offered Continuation of Coverage for the plans in which you and your covered dependents are currently enrolled. If you are over age 65, any currently covered still eligible dependents will be offered Continuation of Coverage while you will need to enroll in Medicare. You and your eligible dependents may not newly enroll in these plans.

The Archdiocese has engaged Wex Health to administer this benefit and WEX will mail information regarding enrollment and payment instructions to your home address. This process takes a few weeks, so please allow time for mailing. However, there is no gap in health coverage if you enroll within your first 60 days and make payment, coverage is retro-active to your termination date. Continuation of Coverage may extend for 18 to 36 months. Contact Wex at 1-866-451-3399. View the COC policy on the HR website for more information.

Other enrolled insurance benefits

If you are enrolled in basic or supplemental life insurance for yourself or dependents, you will be able to convert these to an individual policy. The Hartford will mail information to your home address with pricing and options to convert these to individual policies. For additional information, contact the Hartford's Conversion & Portability Administrator at 877-320-0484.

The employer paid Long Term Disability coverage ends at termination.

Flexible Spending Accounts

If you are enrolled in a Health Care or Dependent Care Flexible Spending Account (FSA), the account(s) will end the day you terminate. Your health care FSA debit card will be turned off on

this date. **Claims incurred before your termination date may** be reimbursed for up to 90 days from the termination date. Receipts must be submitted to Tri- Star, the FSA administrator, for reimbursement and any unused funds are forfeited. Please contact Tri Star at 800-727-0182 select Option #1.

HDHP Health Savings Plan

If you have a High-Deductible Health Plan Health Savings Account (HSA) through Optum, your HSA debit card will be turned off for this group plan on your termination date. Your account balance will be converted to an individual HSA plan, and they will mail you a new debit card. Please be advised, this process takes a few weeks and is controlled by Optum. Contact Optum Customer Service at 833.748.2404.

Unused vacation and sick time

Per Archdiocese policy, accrued but unused sick time is not paid out at termination unless you are covered by a contract agreement. Also, per Archdiocese policy, vacation and sick time may not be used on your last day of employment, if that occurs your termination date will be adjusted to the last day worked and your vacation pay out will be adjusted if applicable.

Employee Personal Assistance

Access to the Employee Assistance Program will end on your termination date.

Retirement Plan

Please contact Empower at 1-866-467-7756 or Sharon Gogel, the Gallagher Retirement representative at 314-792-7262 with questions and she will assist you with a distribution or rollover. The termination date must be in the HR system and update Empower so this process takes a few days to update.

Human Resource

It is important to update your mailing address if you are moving. Please email changes to AskHR@archstl.org.

Archdiocese property

Please be sure to turn in your laptop, keys, swipe card, and any other Archdiocese property or equipment provided by your employer. Work with your employer for arrangements unless instructed otherwise.

If you have any further questions, please do not hesitate to contact your supervisor or AskHR@archstl.org.