

# Employee Exit Guide



**King County**

Benefits and Retirement  
Operations

This guide provides information and forms and lists the things to do and resources to contact when you leave county employment. (Phone numbers are provided for most resources; where no TTY phone number is listed, please call 711 to access the resource through the TTY Relay Service.)

For additional information, attend the county's Exit Class and refer to *Your King County Benefits*, the collection of benefit plan booklets at [www.metrokc.gov/employees/benefits](http://www.metrokc.gov/employees/benefits). (Under "Benefits details" on the left side of the Web site, choose the version of *Your King County Benefits* that applies to you.)

Exit classes are held 1 p.m.-2:30 p.m. on the last Tuesday of every month in Conference Room 121 on the first floor of The Chinook Building, 401 Fifth Ave. (Fifth Avenue and Jefferson Street), Seattle. To enroll, e-mail [kc.orientations@kingcounty.gov](mailto:kc.orientations@kingcounty.gov).

If you still have questions, contact Benefits and Retirement Operations at 206-684-1556 or [kc.benefits@kingcounty.gov](mailto:kc.benefits@kingcounty.gov).

We've made every attempt to ensure the accuracy of this information. However, if there is any discrepancy between the benefit descriptions and the insurance contracts or other legal documents, the legal documents will always govern. King County intends to continue benefit plans indefinitely, but reserves the right to amend or terminate them at any time in whole or in part, for any reason, according to the amendment and termination procedures described in the legal documents. King County, as plan administrator, has the sole discretionary authority to determine eligibility for benefits and to construe the terms of the plans. This information doesn't create a contract of employment between King County and any employee.

**Call 206-684-1556 for alternate formats.**

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## Section 1: Letting Key Staff Know You're Leaving

When you leave employment, you need to submit a Termination Notice to your supervisor, to your payroll/human resources representative and to Benefits and Retirement Operations. If your human resources unit doesn't have its own notice, use the Termination Notice on the last page of this guide.

The Termination Notice gives your payroll/human resources representative information to:

- Process your final paycheck and W-2 form
- Enter your status change in the payroll system (the payroll system, in turn, reports your status change to the Washington State Department of Retirement Systems (DRS) and T. Rowe Price, the county's deferred compensation plan administrator)
- Submit a retirement service award request form (if you're retiring, you receive a commemorative plaque and personal letter from the King County Executive).

Your Termination Notice also gives Benefits and Retirement Operations the information it reports to FBMC, the county's COBRA/retiree medical benefits administrator. When FBMC receives the information, it contacts you about continuing your health benefits.

If you're retiring and you're a member of a group that elected to participate in the county's Voluntary Employee Benefits Association (VEBA), your Termination Notice also notifies Benefits and Retirement Operations that your 35% sick leave cash-out is to be transferred to the HRA VEBA Trust upon receipt of your HRA VEBA application form. You have 12 months from your date of retirement to complete the application form and submit it to Benefits and Retirement Operations. If you fail to submit the form within the 12-month period, you will forfeit all of your sick leave cash-out.

After the payroll system reports your status change to DRS and T. Rowe Price, you can contact DRS about your retirement contributions. If you participate in the deferred compensation plan, T. Rowe Price will contact you about your deferred compensation funds.

It can take up to several months after giving notice to make final arrangements for health coverage, your retirement pension and deferred compensation funds. To speed the process along, make sure your change in status is entered in the payroll system as quickly as possible.

- **Tasks**  *Submit a Termination Notice to your supervisor at least two weeks before leaving. If your human resources unit doesn't have its own form for this purpose, use the Termination Notice on the last page of this guide. Provide copies of the notice to your supervisor, to your payroll/human resources representative and to Benefits and Retirement Operations.*
- Check with your payroll/human resources representative after giving notice to make sure your change in status has been entered in the payroll system, and if you're retiring, a retirement service award request form has been submitted.*
- If you're a represented employee, check with your union to see if there are any union-related tasks to complete.*
- If you're retiring and you're a member of a group that elected to participate in VEBA, complete the HRA VEBA application form. Check with your payroll/human resources representative to determine your eligibility for VEBA. Failure to complete and return the HRA VEBA application form within 12 months of your date of termination will result in forfeiture of your sick leave cash-out.*

## Section 2: Bus Pass/ID/Keycard and Other Property

Return your employee bus pass/ID/keycard and other county property in person or via certified mail to your supervisor by your last day of employment. If you retire from the Transit Division of the Department of Transportation, you may be eligible for a retiree bus pass through your union agreement.

- ▶ **Tasks**  *Return your employee bus pass/ID/keycard and other county property (keys, cell phones, special equipment, etc.) to your supervisor by your last day of employment.*
- If you retire and are eligible for a retiree bus pass, you need copies of your last DRS statement and the DRS letter confirming receipt of your application to retire (see page 16) to apply for the pass. For details, contact Transit Human Resources in the King Street Center at 206-684-1179.*

## Section 3: Final Paycheck and W-2 Form

Your final paycheck is issued two weeks to a month after you leave work, depending on when your last paid day of employment falls in the payroll cycle. Use the Termination Notice to specify how you want your final paycheck and W-2 form processed (your W-2 form is mailed to you at the end of January the year after you leave).

If you:

- Have been employed by the county for at least six months, your final paycheck includes pay for unused vacation leave
- Leave employment but don't retire, you lose sick leave accruals (sick leave accruals are restored if you're a career service employee, return within two years and were in good standing when you left)
- Retire, your final paycheck includes pay for unused sick leave (in general, \$.35 on the dollar, though rates may vary under different union agreements).

- ▶ **Tasks**  *If you have payroll deductions for savings, loans or flexible spending accounts taken from your paycheck, contact the recipients to make other payment provisions 30 days before leaving.*

<i>Prevail Credit Union</i>	<i>www.prevailcu.com</i>	<i>206-382-1888</i>
<i>Qualstar Credit Union</i>	<i>www.qualstarcu.com</i>	<i>1-800-848-0018</i>
<i>FBMC</i>	<i>www.myFBMC.com</i>	<i>1-800-342-8017</i>

- If you're a Transit employee eligible for a retiree bus pass through your union agreement, provide a copy of your last DRS statement and a copy of the DRS letter confirming receipt of your application to retire (see page 16) to your payroll/human resources representative as soon as possible. The statement and letter are required to cash out unused sick leave.*
- Your Termination Notice lets you specify how you want your final paycheck and W-2 form processed and where your COBRA/retiree medical benefits information should be sent. If you move after submitting the Termination Notice, be sure to provide your payroll/human resources representative with an updated mailing address.*

## Section 4: COBRA

### ► Eligibility

If you have county health coverage on your last day of employment, it continues through the last day of the month you leave. When county-paid coverage ends, you and your covered dependents may pay to continue coverage under COBRA (Consolidated Omnibus Budget Reconciliation Act) as long as your employment ends for reasons other than gross misconduct. If you leave employment due to retirement, you may choose to continue coverage under retiree medical benefits as an alternative to COBRA (see Section 5).

In general, you may continue health coverage under COBRA for up to 18 months. However, if you leave employment because of a disability (as determined by the Social Security Administration), you may be eligible to continue coverage for up to 29 months.

Benefits and Retirement Operations provides information from your Termination Notice to FBMC, the county's COBRA administrator. FBMC contacts you regarding your COBRA options. You have 60 days after your county coverage ends or 60 days from the date of FBMC's letter notifying you of your options, whichever is later, to make your COBRA elections. If you elect COBRA continuation coverage, you must make the initial payment by the 45<sup>th</sup> day after electing it.

There is no lapse in coverage – self-paid benefits begin when county-paid benefits end, even if retroactive processing and payments are required. To expedite your eligibility for coverage, you may enclose your initial payment with your enrollment form.

### ► Plan Options

You may pay to continue different combinations of your health plans under COBRA. Your plan options are explained in the information you receive from FBMC. To continue a plan under COBRA, you must be covered under the plan on your last day of employment. For example, to continue medical, you must have medical on your last day; you can't continue medical if you don't have it.

If you're a ....	You may pay to continue ....
Regular employee Full-time Local 587 employee Part-time Local 587 employee in the Full Benefits Plan	These combinations of the health plans you have on your last day of employment: <ul style="list-style-type: none"> <li>● Medical, dental and vision</li> <li>● Medical</li> <li>● Dental and vision (if you don't have medical on your last day)</li> </ul>
Part-time Local 587 employee in the Partial Benefits Plan	These combinations of the health plans you have on your last day of employment: <ul style="list-style-type: none"> <li>● Medical, dental and vision</li> <li>● Medical</li> <li>● Medical and dental (if you don't have vision on your last day)</li> <li>● Medical and vision (if you don't have dental on your last day)</li> <li>● Vision (if you don't have medical and dental on your last day)</li> </ul>
Deputy sheriff	These combinations of the health plans you have on your last day of employment: <ul style="list-style-type: none"> <li>● Medical/vision and dental (vision is included in deputy sheriff medical plans)</li> <li>● Medical/vision</li> <li>● Dental (if you're a LEOFF-1 retiree)</li> </ul>

When you continue medical coverage (medical/vision coverage if you're a deputy sheriff) under COBRA, you may not change plans until the next open enrollment, with one exception: You may change medical plans between open enrollments if you relocate out of your current plan's coverage area and notify FBMC with proof of your new permanent address and the availability of coverage under another King County plan in your new location.

If you elect COBRA between the county open enrollment period and the following January, FBMC provides you with open enrollment information and the opportunity to change medical plans effective January 1. As long as you remain on COBRA, you receive open enrollment materials and have the opportunity to change medical plans each year.

### ► **Dependent Coverage Options**

You may continue covering the same eligible dependents who were covered on the last day of your employment, or you may drop any of them from coverage anytime. You may add new eligible dependents for coverage if you contact FBMC within 30 days of any of the following qualifying events:

- Marriage or establishment of a domestic partnership
- Significant change in your spouse/domestic partner's coverage through his/her employment
- Birth or placement for adoption of a child (you have up to 60 days to contact FBMC when adding a newborn)
- Placement of a legal ward (foster child, child placed with you as a legal guardian or child named in a Qualified Medical Child Support Order as defined under federal law and authorized by the plan).

Eligible dependents covered on your last day of employment have their own COBRA rights if they lose coverage through you. However, eligible dependents added after you elect COBRA coverage don't have separate COBRA rights, unless they are newborns or newly adopted children.

### ► **When Coverage Ends**

COBRA coverage ends the:

- Last day of the month you or your eligible dependent:
  - Fails to make the required payments within 30 days of the due date
  - Becomes covered under another group health plan after electing COBRA (unless the plan limits or excludes coverage for a preexisting condition of the individual continuing coverage)
  - Becomes entitled to Medicare benefits after electing COBRA
  - Reaches the end of your maximum COBRA coverage period, or
  - Is no longer disabled as determined by the Social Security Administration and has exhausted the designated months of COBRA coverage
- Day:
  - The plan terminates, or
  - You or your eligible dependent dies (if you die, your covered dependents may extend their coverage up to 36 months from the date their COBRA coverage began).

When you're no longer covered under COBRA, you may convert your county group medical plan to an individual plan by contacting the plan, or you may purchase individual coverage. Coverage and costs of converted medical plans may differ from group plans; conversion isn't available for dental and vision.

► **Tasks**  *FBMC contacts you regarding COBRA options within 30 days after you leave, but you may contact them sooner for details at 1-800-342-8017 or by e-mail through [www.myFBMC.com](http://www.myFBMC.com).*

*If you lose COBRA coverage, contact your plan to convert from your group medical plan to an individual plan, or contact Statewide Health Insurance Benefits Advisors (SHIBA) for assistance finding other individual coverage.*

<i>KingCare</i>	<i><a href="http://www.kingcare.com">www.kingcare.com</a></i>	<i>1-800-654-3250</i>
<i>Group Health</i>	<i><a href="http://www.ghc.org">www.ghc.org</a></i>	<i>1-888-901-4636</i>
<i>Regence BlueShield</i>	<i><a href="http://www.wa.regence.com">www.wa.regence.com</a></i>	<i>1-800-458-3523</i>
<i>PacifiCare</i>	<i><a href="http://www.pacificare.com">www.pacificare.com</a></i>	<i>1-800-932-3004</i>
<i>SHIBA</i>	<i><a href="http://www.insurance.wa.gov/shiba">www.insurance.wa.gov/shiba</a></i>	<i>1-800-562-6900</i>

## Section 5: Retiree Medical Benefits

### ► Eligibility

If you have county health coverage on your last day of employment, it continues through the last day of the month you retire. When county-paid coverage ends and you begin drawing a retirement pension, you and your covered dependents may pay to continue coverage under retiree medical benefits if you meet all of these qualifications:

- Have county health benefits on your last day of employment
- Have worked for King County for at least five consecutive years before you retire
- Aren't eligible for Medicare
- Aren't covered under another group medical plan, and
- Meet the requirements for formal service or disability retirement under the Washington State Public Employees Retirement Act or Seattle City Employees' Retirement System (which applies only if you elected to remain under the City of Seattle system by formal agreement between the county and city).

Retiree medical benefits are an alternative to COBRA. If you elect retiree medical benefits, you waive your COBRA rights. You need to consider the differences in choosing between retiree medical and COBRA benefits, as shown in the following table.

	Retiree Medical Benefits	COBRA
Health coverage available	Medical and vision (regular and part-time Local 587 employees) Medical/vision (deputy sheriffs)	Medical, dental and vision (regular employees and part-time Local 587 employees) Medical/vision and dental (deputy sheriffs)
Length of time coverage available	Until you become eligible for Medicare	18 months maximum (29 months if you leave employment due to a Social Security-verified disability)
Change medical plans between open enrollments	No	Yes, if you relocate out of your current plan's coverage area and notify FBMC with proof of your new permanent address and the availability of coverage under another King County plan in your new location

Benefits and Retirement Operations provides information from your Termination Notice to FBMC, the county's retiree medical benefits administrator. FBMC contacts you regarding your retiree medical benefits options. You have 60 days after your county coverage ends or 60 days from the date of FBMC's letter notifying you of your options, whichever is later, to make your retiree medical elections. If you elect retiree medical benefits, you must return a copy of your DRS letter confirming receipt of your application to retire and the initial payment by the 45<sup>th</sup> day after electing them (if you return payment without the copy of your DRS letter, FBMC will default you to COBRA coverage).

There is no lapse in coverage – self-paid benefits begin when county-paid benefits end, even if retroactive processing and payments are required. However, if you need immediate coverage so you can maintain access to medical and prescription coverage, you may attach your payment to the enrollment form to expedite eligibility.

### ► Plan Options

You may pay to continue different combinations of your health plans under retiree medical benefits, except dental. However, dental coverage can be purchased as a separate plan. (See "Section 6: Retiree Dental.") Your plan options are explained in the information you receive from FBMC. To continue a plan under retiree medical benefits, you must be covered under the plan on your last day of employment. For example, to continue medical, you must have medical on your last day; you can't continue medical if you don't have it.

If you're a ....	You may pay to continue ....
Regular employee Full-time Local 587 employee Part-time Local 587 employee in the Partial Benefits Plan or Full Benefits Plan	These combinations of the health plans you have on your last day of employment: <ul style="list-style-type: none"> <li>● Medical and vision</li> <li>● Medical</li> <li>● Vision (if you don't have medical on your last day)</li> </ul>
Deputy sheriff	Medical/vision (if you're LEOFF-1, the county pays to continue your coverage and you may pay to continue coverage for eligible dependents; you may also pay to continue dental under COBRA)

If you elect retiree medical benefits between the King County open enrollment period and the following January, FBMC provides you with open enrollment information and the opportunity to change medical plans, effective January 1. As long as you remain on retiree medical benefits, you receive open enrollment materials and have the opportunity to change medical plans each year.

► **Dependents Coverage Options**

You may continue covering the same eligible dependents who were covered on the last day of your employment, or you may drop any of them from coverage anytime. You may add new eligible dependents for coverage if you contact FBMC within 30 days of any of the following qualifying events:

- Marriage or establishment of a domestic partnership
- Significant change in your spouse/domestic partner's coverage through his/her employment
- Birth or placement for adoption of a child (you have up to 60 days to contact FBMC when adding a newborn)
- Placement of a legal ward (foster child, child placed with you as a legal guardian or child named in a Qualified Medical Child Support Order as defined under federal law and authorized by the plan).

Eligible dependents covered on your last day of employment have COBRA rights if they lose coverage through you. However, eligible dependents added after you elect retiree medical benefits coverage don't have COBRA rights, unless they are newborns or newly adopted children.

If you elect retiree medical benefits for you and your eligible dependents and die, divorce or terminate a domestic partnership, or a dependent child loses dependent status, the eligible dependents who lose coverage because of the event may pay to continue their retiree medical benefits under COBRA for up to 36 months.

► **When Coverage Ends**

Retiree medical benefits end the:

- Last day of the month you:
  - Fail to make the required payments within 30 days of the due date
  - Become covered under another group health plan after electing retiree medical benefits (unless the plan limits or excludes coverage for your preexisting condition), or
  - Become entitled to Medicare benefits after electing retiree medical benefits
- Day:
  - The plan terminates, or
  - You die (if you die, your covered dependents may extend their coverage under COBRA for up to 36 months from the date of your death).

If you retire and elect retiree medical benefits for you and your eligible dependents before you become entitled to Medicare, the retiree medical benefits end for everyone when you become Medicare entitled. When this occurs, your qualified dependents have the option to continue their benefit coverage under COBRA for up to 36 months.



If you retire when or after you become entitled to Medicare, you and your dependents are not eligible for retiree benefits but:

- Your qualified dependents may continue county benefit coverage under the provisions of COBRA (up to 36 months from the date of your Medicare entitlement).
- ▶ **Tasks**
  - FBMC contacts you regarding retiree medical benefit options within 30 days after you retire, but you may contact them sooner for details at 1-800-342-8017 or by e-mail through [www.myFBMC.com](http://www.myFBMC.com).*
  - For other retirement insurance information, go to the Statewide Health Insurance Benefits Advisors Web site at [www.insurance.wa.gov/shiba](http://www.insurance.wa.gov/shiba) or call 1-800-562-6900.*

## Section 6: Retiree Dental Benefits

If you have county dental coverage on your last day of employment, it continues through the last day of the month you retire. When county-paid coverage ends and you begin drawing a retirement pension, you and your covered dependents may purchase the King County Retiree Voluntary Dental Plan through Washington Dental Services (WDS), provided you do not elect to receive COBRA benefits. This program, which is different than the plan you have as an employee, allows you to seek dental care from any dentist within the WDS Delta Dental Premier network or the Delta Dental PPO network. Unlike your retiree medical benefits, you can continue your retiree voluntary dental benefits when you become eligible for Medicare.

Whether you choose a WDS Delta Dental Premier dentist or a Delta Dental PPO dentist, your benefit levels remain the same. However, the Delta Dental PPO dentists have agreed to fees that are, on average, 17% lower than the Delta Dental Premier dentist fees. This means that your out-of-pocket costs may be lower when you select a Delta Dental PPO dentist. The following example demonstrates how you may save by seeing a Delta Dental PPO. This example is based on the assumption that you are receiving a new crown for which the maximum charge under both plans is \$1,000.

Procedure for a crown	Delta Dental Premier	Delta Dental PPO
Dentist fee for procedure	\$ 1,000	\$ 800
WDS pays	\$ 800	\$ 640
You pay	\$ 200	\$ 160

## Section 7: Cost of COBRA/Retiree Medical and Retiree Dental Benefits

The monthly cost for COBRA and retiree medical benefits is based on what King County pays to provide the same coverage to active employees. The rates are subject to periodic adjustment.

You can purchase the bronze, silver or gold level of medical coverage. The bronze level of coverage has the lowest premium but the highest out-of-pocket expense level, while the gold coverage has the highest premium but the lowest out-of-pocket expense level – the silver level is in between the bronze and the gold levels.

The rate for dependent children applies to one child or several, as long as you or your spouse/domestic partner also elects coverage. If you or your spouse/domestic partner doesn't elect coverage, the first child pays the same rate as you, and the dependent child rate applies to all additional children. Each non-dependent child pays the same rate as you.

The rates for the King County Retiree Voluntary Dental Plan are determined by Washington Dental Service. These rates are lower than you would pay if you purchased a dental plan directly from WDS.

To figure your monthly cost, refer to the following tables. For example, if you're a regular employee who elects KingCare<sup>SM</sup> medical coverage at the bronze out-of-pocket expense level for you and your dependent children, the cost in 2008 is \$484.95 + \$229.13 = \$714.08 per month.

### ► Regular Employees and Part-time Transit Operators in the Full Benefits Plan

#### COBRA Monthly Cost

If you are a former regular employee, full-time transit operator, or part-time transit operator in the Full Benefits Plan, this table shows the monthly cost for your two medical plan options in 2008. Costs for 2008 and 2007 are shown so you can see how they compare year to year. (N/A = not applicable)

Medical Plan	You	Spouse/Domestic Partner	Dependent Child(ren)
KingCare <sup>SM</sup> Gold	2008 ► \$ 569.94	2008 ► \$ 520.91	2008 ► \$ 273.80
	2007 ► \$ 493.76	2007 ► \$ 493.76	2007 ► \$ 395.01
KingCare <sup>SM</sup> Silver	2008 ► \$ 521.00	2008 ► \$ 471.97	2008 ► \$ 248.07
	2007 ► \$ 459.19	2007 ► \$ 459.19	2007 ► \$ 367.35
KingCare <sup>SM</sup> Bronze	2008 ► \$ 484.95	2008 ► \$ 435.93	2008 ► \$ 229.13
	2007 ► \$ 444.38	2007 ► \$ 444.38	2007 ► \$ 355.50
Group Health Gold*	2008 ► \$ 395.91	2008 ► \$ 395.91	2008 ► \$ 316.72
	2007 ► \$ 367.51	2007 ► \$ 367.51	2007 ► \$ 293.99
Group Health Silver	2008 ► \$ 371.94	2008 ► \$ 371.94	2008 ► \$ 297.55
	2007 ► \$ 345.26	2007 ► \$ 345.26	2007 ► \$ 276.21
Group Health Bronze	2008 ► \$ 350.64	2008 ► \$ 350.64	2008 ► \$ 280.50
	2007 ► \$ 325.48	2007 ► \$ 325.48	2007 ► \$ 260.38
Healthy Incentives <sup>SM</sup>	2008 ► \$ 84.70	2008 ► \$ 84.70	2008 ► N/A
	2007 ► \$ 84.70	2007 ► \$ 84.70	2007 ► N/A

\*The 2008 monthly cost of Group Health coverage for Technical Employees Association employees is \$396.99 for the former employee, \$396.99 for a spouse/domestic partner and \$317.60 for children compared with \$368.52 for the former employee, \$368.52 for a spouse/domestic partner and \$294.81 for children in 2007.

This table shows the monthly costs for the WDS and VSP plans. Costs for 2008 and 2007 are shown so you can see how they compare year to year.

Dental Plan	You	Spouse/Domestic Partner	Dependent Child(ren)
Washington Dental Service	2008 ▶ \$ 62.82	2008 ▶ \$ 56.22	2008 ▶ \$ 63.83
	2007 ▶ \$ 58.37	2007 ▶ \$ 58.37	2007 ▶ \$ 46.70
Vision Plan	You	Spouse/Domestic Partner	Dependent Child(ren)
Vision Service Plan	2008 ▶ \$ 13.31	2008 ▶ \$ 11.78	2008 ▶ \$ 10.49
	2007 ▶ \$ 9.95	2007 ▶ \$ 9.95	2007 ▶ \$ 7.96

### Retiree Medical Monthly Cost

If you are a former regular employee, full-time transit operator, or part-time transit operator in the Full Benefits Plan, this table shows the monthly cost for your two medical plan options in 2008. Costs for 2008 and 2007 are shown so you can see how they compare year to year. (N/A = not applicable)

Medical Plan	You	Spouse/Domestic Partner	Dependent Child(ren)
KingCare <sup>SM</sup> Gold	2008 ▶ \$ 569.94	2008 ▶ \$ 520.91	2008 ▶ \$ 273.80
	2007 ▶ \$ 493.76	2007 ▶ \$ 493.76	2007 ▶ \$ 395.01
KingCare <sup>SM</sup> Silver	2008 ▶ \$ 521.00	2008 ▶ \$ 471.97	2008 ▶ \$ 248.07
	2007 ▶ \$ 459.19	2007 ▶ \$ 459.19	2007 ▶ \$ 367.35
KingCare <sup>SM</sup> Bronze	2008 ▶ \$ 484.95	2008 ▶ \$ 435.93	2008 ▶ \$ 229.13
	2007 ▶ \$ 444.38	2007 ▶ \$ 444.38	2007 ▶ \$ 355.50
Group Health Gold*	2008 ▶ \$ 395.91	2008 ▶ \$ 395.91	2008 ▶ \$ 316.72
	2007 ▶ \$ 367.51	2007 ▶ \$ 367.51	2007 ▶ \$ 293.99
Group Health Silver	2008 ▶ \$ 371.94	2008 ▶ \$ 371.94	2008 ▶ \$ 297.55
	2007 ▶ \$ 345.26	2007 ▶ \$ 345.26	2007 ▶ \$ 276.21
Group Health Bronze	2008 ▶ \$ 350.64	2008 ▶ \$ 350.64	2008 ▶ \$ 280.50
	2007 ▶ \$ 325.48	2007 ▶ \$ 325.48	2007 ▶ \$ 260.38
Healthy Incentives <sup>SM</sup>	2008 ▶ \$ 84.70	2008 ▶ \$ 84.70	2008 ▶ N/A
	2007 ▶ \$ 84.70	2007 ▶ \$ 84.70	2007 ▶ N/A

\*The 2008 monthly cost of Group Health coverage for Technical Employees Association employees is \$396.99 for the former employee, \$396.99 for a spouse/domestic partner and \$317.60 for children compared with \$368.52 for the former employee, \$368.52 for a spouse/domestic partner and \$294.81 for children in 2007.

This table shows the monthly costs for the WDS and VSP plans. Costs for 2008 and 2007 are shown so you can see how they compare year to year.

Retiree Dental Plan	You	Spouse/Domestic Partner	Dependent Child(ren)
Washington Dental Service	2008 ▶ \$ 56.01	2008 ▶ \$ 56.01	2008 ▶ \$ 52.33
	2007 ▶ \$ 56.01	2007 ▶ \$ 56.01	2007 ▶ \$ 52.33
Vision Plan	You	Spouse/Domestic Partner	Dependent Child(ren)
Vision Service Plan	2008 ▶ \$ 13.31	2008 ▶ \$ 11.78	2008 ▶ \$ 10.49
	2007 ▶ \$ 9.95	2007 ▶ \$ 9.95	2007 ▶ \$ 7.96

► **Part-time Transit Operators in the Partial Benefits Plan**

**COBRA Monthly Cost**

If you are a part-time transit employee in the Partial Benefits Plan, this table shows the monthly cost for your two medical plan options in 2008. Premiums for 2008 and 2007 are shown so you can see how they compare year to year. (N/A = not applicable)

Medical Plan	You	Spouse/Domestic Partner	Dependent Child(ren)
KingCare <sup>SM</sup> Gold	2008 ► \$ 569.94	2008 ► \$ 520.91	2008 ► \$ 273.80
	2007 ► \$ 493.76	2007 ► \$ 493.76	2007 ► \$ 395.01
KingCare <sup>SM</sup> Silver	2008 ► \$ 521.00	2008 ► \$ 471.97	2008 ► \$ 248.07
	2007 ► \$ 459.19	2007 ► \$ 459.19	2007 ► \$ 367.35
KingCare <sup>SM</sup> Bronze	2008 ► \$ 484.95	2008 ► \$ 435.93	2008 ► \$ 229.13
	2007 ► \$ 444.38	2007 ► \$ 444.38	2007 ► \$ 355.50
Group Health Gold*	2008 ► \$ 357.27	2008 ► \$ 357.27	2008 ► \$ 285.81
	2007 ► \$ 331.63	2007 ► \$ 331.63	2007 ► \$ 265.31
Group Health Silver	2008 ► \$ 335.64	2008 ► \$ 335.64	2008 ► \$ 268.53
	2007 ► \$ 311.56	2007 ► \$ 311.56	2007 ► \$ 249.26
Group Health Bronze	2008 ► \$ 316.41	2008 ► \$ 316.41	2008 ► \$ 253.03
	2007 ► \$ 293.71	2007 ► \$ 293.71	2007 ► \$ 234.98
Healthy Incentives <sup>SM</sup>	2008 ► \$ 84.70	2008 ► \$ 84.70	2008 ► N/A
	2007 ► \$ 84.70	2007 ► \$ 84.70	2007 ► N/A

This table shows the monthly premiums for the WDS and VSP plans. Premiums for 2008 and 2007 are shown so you can see how they compare year to year.

Dental Plan	You	Spouse/Domestic Partner	Dependent Child(ren)
Washington Dental Service	2008 ► \$ 62.82	2008 ► \$ 56.22	2008 ► \$ 63.83
	2007 ► \$ 58.37	2007 ► \$ 58.37	2007 ► \$ 46.70
Vision Plan	You	Spouse/Domestic Partner	Dependent Child(ren)
Vision Service Plan	2008 ► \$ 13.31	2008 ► \$ 11.78	2008 ► \$ 10.49
	2007 ► \$ 9.95	2007 ► \$ 9.95	2007 ► \$ 7.96

## Retiree Medical Monthly Cost

If you are a part-time transit employee in the Partial Benefits Plan, this table shows the monthly cost for your two medical plan options in 2008. Premiums for 2008 and 2007 are shown so you can see how they compare year to year. (N/A = not applicable)

Medical Plan	You	Spouse/Domestic Partner	Dependent Child(ren)
KingCare <sup>SM</sup> Gold	2008 ▶ \$ 569.94	2008 ▶ \$ 520.91	2008 ▶ \$ 273.80
	2007 ▶ \$ 493.76	2007 ▶ \$ 493.76	2007 ▶ \$ 395.01
KingCare <sup>SM</sup> Silver	2008 ▶ \$ 521.00	2008 ▶ \$ 471.97	2008 ▶ \$ 248.07
	2007 ▶ \$ 459.19	2007 ▶ \$ 459.19	2007 ▶ \$ 367.35
KingCare <sup>SM</sup> Bronze	2008 ▶ \$ 484.95	2008 ▶ \$ 435.93	2008 ▶ \$ 229.13
	2007 ▶ \$ 444.38	2007 ▶ \$ 444.38	2007 ▶ \$ 355.50
<hr/>			
Group Health Gold*	2008 ▶ \$ 357.27	2008 ▶ \$ 357.27	2008 ▶ \$ 285.81
	2007 ▶ \$ 331.63	2007 ▶ \$ 331.63	2007 ▶ \$ 265.31
Group Health Silver	2008 ▶ \$ 335.64	2008 ▶ \$ 335.64	2008 ▶ \$ 268.53
	2007 ▶ \$ 311.56	2007 ▶ \$ 311.56	2007 ▶ \$ 249.26
Group Health Bronze	2008 ▶ \$ 316.41	2008 ▶ \$ 316.41	2008 ▶ \$ 253.03
	2007 ▶ \$ 293.71	2007 ▶ \$ 293.71	2007 ▶ \$ 234.98
<hr/>			
Healthy Incentives <sup>SM</sup>	2008 ▶ \$ 84.70	2008 ▶ \$ 84.70	2008 ▶ N/A
	2007 ▶ \$ 84.70	2007 ▶ \$ 84.70	2007 ▶ N/A

This table shows the monthly premiums for the WDS and VSP plans. Premiums for 2008 and 2007 are shown so you can see how they compare year to year.

Retiree Dental Plan	You	Spouse/Domestic Partner	Dependent Child(ren)
Washington Dental Service	2008 ▶ \$ 56.01	2008 ▶ \$ 56.01	2008 ▶ \$ 52.33
	2007 ▶ \$ 56.01	2007 ▶ \$ 56.01	2007 ▶ \$ 52.33
<hr/>			
Vision Plan	You	Spouse/Domestic Partner	Dependent Child(ren)
Vision Service Plan	2008 ▶ \$ 13.31	2008 ▶ \$ 11.78	2008 ▶ \$ 10.49
	2007 ▶ \$ 9.95	2007 ▶ \$ 9.95	2007 ▶ \$ 7.96

## ► Deputy Sheriffs

### COBRA Monthly Cost

If you're a deputy sheriff, this table shows the monthly costs for your three medical plan options. Costs for 2008 and 2007 are shown so you can see how they compare year to year.

Medical/Vision Plan	You	Spouse/Domestic Partner	Dependent Child(ren)
Regence BlueShield	2008 ► \$ 483.53	2008 ► \$ 483.53	2008 ► \$ 420.91
	2007 ► \$ 459.61	2007 ► \$ 459.61	2007 ► \$ 400.07
PacifiCare	2008 ► \$ 613.05	2008 ► \$ 489.88	2008 ► \$ 400.13
	2007 ► \$ 502.27	2007 ► \$ 401.85	2007 ► \$ 326.49
Group Health	2008 ► \$ 413.17	2008 ► \$ 469.54	2008 ► \$ 432.04
	2007 ► \$ 431.42	2007 ► \$ 490.27	2007 ► \$ 451.13

This table shows the monthly costs for the WDS plan. Costs for 2008 and 2007 are shown so you can see how they compare year to year.

Dental Plan	You	Spouse/Domestic Partner	Dependent Child(ren)
Washington Dental Service	2008 ► \$ 63.19	2008 ► \$ 56.59	2008 ► \$ 74.00
	2007 ► \$ 61.76	2007 ► \$ 61.76	2007 ► \$ 49.41

### Retiree Medical Monthly Cost

If you're a deputy sheriff, this table shows the monthly costs for your three medical plan options. Costs for 2008 and 2007 are shown so you can see how they compare year to year.

Medical/Vision Plan	You	Spouse/Domestic Partner	Dependent Child(ren)
Regence BlueShield	2008 ► \$ 483.53	2008 ► \$ 483.53	2008 ► \$ 420.91
	2007 ► \$ 459.61	2007 ► \$ 459.61	2007 ► \$ 400.07
PacifiCare	2008 ► \$ 613.05	2008 ► \$ 489.88	2008 ► \$ 400.13
	2007 ► \$ 502.27	2007 ► \$ 401.85	2007 ► \$ 326.49
Group Health	2008 ► \$ 413.17	2008 ► \$ 469.54	2008 ► \$ 432.04
	2007 ► \$ 431.42	2007 ► \$ 490.27	2007 ► \$ 451.13

This table shows the monthly costs for the WDS plan. Costs for 2008 and 2007 are shown so you can see how they compare year to year.

Retiree Dental Plan	You	Spouse/Domestic Partner	Dependent Child(ren)
Washington Dental Service	2008 ► \$ 56.01	2008 ► \$ 56.01	2008 ► \$ 52.33
	2007 ► \$ 56.01	2007 ► \$ 56.01	2007 ► \$ 52.33

To qualify for retiree medical benefits you must **retire** from King County. Retirement is defined as:

"Retiring as a result of length of service, which means an employee is eligible, applies for, and begins drawing a pension benefit from LEOFF, PERS Defined Benefit Plan, PSERS or the Seattle City Employees' Retirement System (for county employees who were formally grandfathered with continued participation in that plan) immediately upon terminating from county employment."

K.C.C. 3.12.320 states that “retirement from county employment shall be in accordance with the provisions set forth in state law RCW 41.40.010(24),” which defines retirement as “withdrawal from active service with a retirement allowance as provided in this chapter.” The Code and statutory definition of retirement confirms that the intended interpretation of “retire” in K.C.C. 3.12.220(F) is to ensure that retirement at King County is only valid when drawing a retirement benefit from the retirement plans listed above.

Withdrawing funds from the county deferred compensation plan, from PERS Plan 3 without drawing from the PERS defined benefit, or from LEOFF, PSERS or the Seattle City Employees’ Retirement System **does not** constitute an official retirement.

If you do not officially retire from King County according to the state and county codes, you may **not** cash out your 35% sick leave, contribute to VEBA or enroll in retiree medical benefits.

## **Section 8: Life, AD&D and LTD Insurance**

If you have life, accidental death and dismemberment (AD&D) or long-term disability (LTD) insurance when you leave employment, coverage continues through the last day of the month you leave.

When you end employment with the county for reasons other than disability, you may continue the basic and supplemental group term life insurance that you had on your last day of employment up to \$500,000. This is called “portability.” You pay premiums for the continued coverage directly to Aetna, and the age-specific group rates may differ from the rates paid by active employees. If you continue coverage, you may also continue the supplemental group term life insurance you had on your last day of employment for your spouse/domestic partner until he/she is age 65 up to \$25,000 and your dependent children until they are age 19 (23 if solely dependent on you for support) up to \$5,000.

AD&D and LTD insurance may also be converted to individual policies. To convert life, AD&D or LTD to individual policies, you must contact the plans and apply within 31 days of when your county coverage ends.

- ▶ **Task**     *If you wish to convert from group to individual policies, call and apply within 31 days of when your group coverage ends.*

*Life (Aetna)            1-800-826-7448*

*AD&D (CIGNA)      1-800-441-1832 or 1-800-552-5744 TTY*

*LTD (CIGNA)        1-800-441-1832 or 1-800-336-2485 TTY*

## **Section 9: Flexible Spending Accounts**

### **▶ Health Care Flexible Spending Account**

When you leave employment, you may continue participating in your health care FSA (contributing to the account and requesting reimbursements) through the end of the calendar year as long as you elect to continue the FSA under COBRA. You have until March 31 of the following year to submit reimbursement requests for expenses incurred during the calendar year while under COBRA.

If you leave employment and don’t continue your health care FSA under COBRA, your participation in your FSA ends the day you leave employment. You have until March 31 of the following year to submit reimbursement requests for expenses incurred through the date you leave.

## ► **Dependent Care Flexible Spending Account**

When you leave employment, your participation in your Dependent Care FSA ends the day you leave employment. You have until March 31 of the following year to submit reimbursement requests for expenses incurred through the date you leave.

- **Task**  *If you have FSAs, contact FBMC for more information before you leave at 1-800-342-8017 or by e-mail through [www.myFBMC.com](http://www.myFBMC.com).*

## **Section 10: State Retirement System**

The county payroll system automatically notifies the Washington State Department of Retirement Systems (DRS) when you leave employment.

### ► **If You Are Planning to Retire**

If you are planning to retire, you need to contact DRS six months before you leave. This allows DRS time to send you information about retirement options and to process the option you choose as soon as possible after you leave.

#### **Ask DRS for:**

- A schedule of retirement planning seminars (DRS recommends attending a seminar two to five years before you retire, but it's never too late)
- An estimate of your retirement benefits
- An application for retirement.

After you submit your application for retirement, DRS sends you a letter confirming its receipt. Then, shortly before you retire, DRS sends you another letter confirming your retirement benefit.

If you're a transit employee, you'll need copies of your estimate of retirement benefits (or last DRS statement) and the DRS letter confirming receipt of your application to retire to apply for a retiree bus pass and to cash out unused sick leave.

### ► **If You Are Leaving Employment But Aren't Retiring**

If you are leaving employment but aren't retiring, you have three options:

- Leave your contributions in your DRS plan (you may be eligible for a retirement benefit in the future)
- Transfer the funds from your plan to a qualified tax-deferred retirement account (such as an IRA)
- Withdraw your contributions (you'll need a withdrawal of retirement contributions form from DRS).

If you transfer or withdraw funds from your plan, you may restore your withdrawn contributions (with interest):

- When you return to employment with King County or another DRS-participating employer, or
- Within five years of your reinstatement or prior to retirement, whichever comes first.

(If you're a member of PERS 3, the rules for restoring withdrawn funds are different; refer to your member handbook or contact DRS for more information.)

To withdraw retirement contributions, submit a withdrawal of retirement contributions form to DRS. It can take DRS 60 to 90 days after you leave to issue your check.

- **Tasks**  *Contact DRS six months before you retire at 1-800-547-6657 or [recep@drs.wa.gov](mailto:recep@drs.wa.gov). For more information, go to [www.drs.wa.gov](http://www.drs.wa.gov).*
- If you're a member of the Seattle City Employees' Retirement System, call 206-386-1292.*



## Section 11: Voluntary Employee Benefits Association

The county offers employees a Health Reimbursement Arrangement in a Voluntary Employee Benefits Association, an HRA VEBA Trust, that allows for the tax-free rollover of your 35% sick leave cash-out to the Trust at retirement. These tax-free funds are then used to pay or reimburse you for eligible out-of-pocket health care expenses and premiums for you, your spouse/domestic partner and your qualified dependents. You do not pay taxes on your sick leave cash-out when it is transferred to the VEBA, and you do not pay taxes on the funds used to pay or reimburse you for your eligible health care costs.

If you are a retiree who is either part of the non-represented employee group or a member of a collective bargaining unit that voted to adopt the HRA VEBA, you must enroll in the HRA VEBA Trust. Participation in the HRA VEBA is not optional. A group decision is binding on all employees retiring from an eligible group through December 31, 2009.

To have your sick leave cash-out transferred to the HRA VEBA on your behalf, you must complete an HRA VEBA Enrollment Form. The completed enrollment form, which you can download at [www.hraveba.org/forms.asp](http://www.hraveba.org/forms.asp), must be sent to Benefits and Retirement Operations within 12 months following your retirement date. **Failure to send the enrollment form to Benefits and Retirement Operations within 12 months following your retirement date will result in the forfeiture of your sick leave cash-out.** You may also obtain a copy of the enrollment form from the HRA VEBA administrator, Rehn & Associates, or from Benefits and Retirement Operations.

- **Task**  *Complete an HRA VEBA Enrollment form within 12 months following your retirement date. You can obtain the enrollment form from:*

*Rehn & Associates*

*1-800-832-2101*

*hraveba@rehnonline.com*

*Benefits and Retirement  
Operations*

*206-684-1556*

*kc.benefits@kingcounty.gov*

## Section 12: Deferred Compensation

After being automatically notified that you have left employment, T. Rowe Price, King County's deferred compensation administrator, sends you information explaining your deferred compensation options. You may withdraw your funds in a lump sum or in installments, transfer them to another plan, or keep them in the King County plan. If you elect withdrawal and your balance is less than \$5,000, the full account balance will be paid to you in a lump sum.

Designate your option on the forms T. Rowe Price sends you. If you choose to withdraw your funds, you receive them within 60 days after you return the forms.

For more information about the county's deferred compensation plan, go to [www.metrokc.gov/employees/benefits/deferred\\_compensation/default.aspx](http://www.metrokc.gov/employees/benefits/deferred_compensation/default.aspx) or call 206-263-9250.

- **Task**  *T. Rowe Price contacts you regarding your deferred compensation plan options within 60 days after you leave county employment, but you may contact them sooner for details at 1-888-457-5770 or through the Web at [rps.troweprice.com](http://rps.troweprice.com).*

## Section 13: Code of Ethics Provisions for Post Employment

The King County Code of Ethics (K.C.C. 3.04.035) includes provisions to ensure the highest level of ethical conduct in all county transactions after you leave county employment. The provisions are summarized below. If you're uncertain whether or not the provisions apply to you, or if you have any other questions, contact the King County Board of Ethics.

For one year after you leave county employment, you:

- May not have a financial or beneficial interest in a contract or grant that was planned, authorized or funded by a county action in which you participated during your employment
- May not assist a person, whether or not for compensation, in any county action in which you participated during your employment (you're not, however, prohibited from rendering assistance to county employees in the course of employee organization business)
- Must first disclose your past county employment in writing to the department considering or taking county action before you participate.

In addition, after you leave county employment you may not:

- Disclose or use any privileged or proprietary information gained by reason of your former employment for your personal benefit or the personal benefit of a member of your immediate family unless the information is a matter of public knowledge or is available to the public on request
- Assist any person, whether or not for compensation, on matters in which you're personally prohibited from participating.

After you leave county employment, it's okay to render assistance to a person if the assistance is provided without compensation in any form and limited to:

- Providing names, work addresses and work telephone numbers of county agencies or employees to the extent the information is available as a matter of public record under state law
- Providing free transportation to another for the purpose of conducting business with a county agency
- Assisting another person in obtaining or completing forms required by a county agency for the conduct of county business
- Assisting the poor or infirm, or
- Engaging in conduct that is protected by the constitutions or laws of the State of Washington or the United States.

It's also okay to accept future employment with the county at any time, including employment with your former department, and (except as otherwise provided in this section of the Code of Ethics) you may appear before the county or seek a county action on your own behalf to the same extent other persons may appear before or seek actions by the county.

- **Task**  *If you're uncertain whether or not these post-employment provisions apply to you, contact the King County Board of Ethics at 206-296-1586 or e-mail [board.ethics@kingcounty.gov](mailto:board.ethics@kingcounty.gov). For more information, go to [www.metrokc.gov/ethics](http://www.metrokc.gov/ethics).*

## Section 14: Working After Retirement

You may retire from King County and go to work for a private employer or a public employer not covered by a Washington State Department of Retirement Systems (DRS) pension plan without affecting your state retirement system pension. However, if you retire from King County and return to work for King County or any public employer covered by a DRS pension plan:

- Under no circumstances may you plan (either verbally or in writing) post-retirement employment with King County before you retire, and
- You're limited in terms of when you may return to work and the total hours per year you may work before your pension is affected.

In 2007, the state legislature established new return-to-work rules for PERS 2 and PERS 3 members who retire with 30 or more years of service credit. For more information on these new rules, go to [www.drs.wa.gov/member/publications/p23earlyretirement.htm](http://www.drs.wa.gov/member/publications/p23earlyretirement.htm).

- ▶ **Task**  *If you plan to return to work after you retire, contact DRS at 1-800-547-6657 or e-mail [recep@drs.wa.gov](mailto:recep@drs.wa.gov) before you return to work. For more information, go to [www.drs.wa.gov](http://www.drs.wa.gov).*

## Section 15: Other Things to Know and Do

### ▶ Making Life Easier Program

The Making Life Easier Program offers free and confidential personal counseling services (24 hours a day, seven days a week) to all benefit-eligible employees, dependent family members (whether home or away) and anyone living in your household:

- Up to eight personal counseling sessions with a professional counselor
- Advice for coping with the stress of transition
- Credit and legal consultation
- Mortgage assistance
- Child care resource and referral
- Mildly sick child care
- Adult and elder care.

If you're laid off, Making Life Easier Program services are available to you up to 60 days after you leave employment; call 1-888-874-7290.

### ▶ Career and Employment Counseling

The Career and Employment Center in the King Street Center offers career counseling services at no charge – whether you stay with King County or leave:

- Reference and resource materials
- Internet access
- Skills assessment
- Resume writing
- Training for job searches, interviewing and using computers.

Contact the Career and Employment Center at 206-263-6484 or stop by the King Street Center location 9 a.m.-4 p.m., Monday through Friday. For more information, go to [www.metrokc.gov/kcdot/jobs/center](http://www.metrokc.gov/kcdot/jobs/center).

### ► **Dislocated Worker Program**

If you're laid off, the King County Dislocated Worker Program offers resources and referrals to help you find other employment. Program services include assessment, referral, training, career counseling and job search assistance. Services are available at WorkSource locations in Auburn, Bellevue, Renton, and Seattle (three locations).

Contact the Dislocated Worker Program at 206-205-3500. For more information, go to [www.metrokc.gov/dchs/csd/worktraining/dislocated.htm](http://www.metrokc.gov/dchs/csd/worktraining/dislocated.htm).

### ► **Unemployment Insurance**

If you leave employment with King County for reasons other than retirement, you may qualify for unemployment insurance. To find out, contact Washington State Employment Security at 206-766-6000 (in Seattle) or 1-800-362-4636 (outside Seattle). For more information, go to [www.wa.gov/esd](http://www.wa.gov/esd).

### ► **Social Security**

If you leave employment due to a disability or are 62 or older, contact the Social Security Administration regarding your eligibility for benefits. Contact the Social Security Administration before you leave at 1-800-772-1213. For more information, go to [www.ssa.gov](http://www.ssa.gov).

### ► **Medicare**

You may be eligible for Medicare benefits depending on your reason for leaving employment and your age. For more information, call 1-800-MEDICARE, or visit [www.medicare.gov](http://www.medicare.gov).



# King County

Benefits and Retirement  
Operations

## Termination Notice

If your human resources unit does not have its own form for providing written notice, use this notice when you leave employment. Update your mailing address in the space provided if you're moving! Make three copies and:

- Give one to your supervisor
- Give one to your payroll/human resources representative for payroll system data entry and delivery of your final paycheck and W-2 form
- Mail or fax one to Benefits and Retirement Operations to ensure COBRA/retiree medical benefits notification. The address is The Chinook Building CNK-ES-0240, 401 Fifth Ave., Seattle WA 98104-2333. The fax number is 206-296-7700.

If you are eligible for enrollment in the county's HRA VEBA, you must send a completed HRA VEBA Enrollment Form, a copy of your letter from the Department of Retirement Systems and a copy of this notice to Benefits and Retirement Operations to transfer your sick leave cash-out to the HRA VEBA Trust.

Last name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

PeopleSoft Employee ID \_\_\_\_\_

Paid  5th and 20th each month  Every other Thursday

Mailing address for final paycheck (unless other handling specified below), W-2 and COBRA/retiree medical benefits information

Street \_\_\_\_\_ Apt No \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Don't mail final paycheck; instead (specify) \_\_\_\_\_

Home phone (\_\_\_\_\_) \_\_\_\_\_ Other phone (\_\_\_\_\_) \_\_\_\_\_

Home e-mail address \_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_

Work phone (\_\_\_\_\_) \_\_\_\_\_ Mail stop \_\_\_\_\_

Last day worked (physically on job) \_\_\_\_\_

Last day on paid status (confirm with your payroll/human resources representative) \_\_\_\_\_

If on leave of absence after last day worked, check all that apply  Paid leave  Unpaid leave  FMLA/KCFML  
Other \_\_\_\_\_

I have formally applied for retirement  No  Yes (if yes, indicate effective date) \_\_\_\_\_

If your spouse/domestic partner works for King County, provide his/her name (it can affect your post-employment benefit options) \_\_\_\_\_

*The information I've provided is correct and complete. I understand I must return all county-owned property (bus pass/photo ID/keycard, keys, cell phones, special equipment, etc.) in my possession by my last day at work. I further understand that if I am retiring, failure to provide Benefits and Retirement Operations a completed HRA VEBA enrollment form will result in forfeiture of my sick leave cash-out.*

**Employee signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Supervisor copy  Payroll clerk/personnel representative copy  Benefits and Retirement Operations copy

