FULL-TIME EMPLOYEES
SUMMARY OF BENEFITS UPON SEPARATION OF EMPLOYMENT
(Non-Retirement)

If enrolled in:	
Health Care Plan	**Coverage ends:** ➢ If employed full-time for less than one year, on the last day of the month in which your employment ends. ➢ If employed full-time for one year or more, on the last day of the month following the month in which your employment ends. You will be offered the opportunity to continue coverage under COBRA. Information on your rights under COBRA, the cost of coverage, and an election form will be sent to your address on file with FIT by the COBRA Administrator, Flexible Benefit Administrators, Inc. (FBA).
UCE of FIT Welfare Trust Fund	**Coverage ends:** ➢ If employed full-time for less than one year, on the last day of the month in which your employment ends. ➢ If employed full-time for one year or more, on the last day of the month following the month in which your employment ends. You will be offered the opportunity to continue coverage under COBRA. Information on your rights under COBRA, the cost of coverage, and an election form will be sent to your address on file with the UCE of FIT Welfare Trust Fund by the COBRA Administrator, Quantas Advisors, LLC.
Flexible Spending Account (FSA) Plan	**Participation ends on the last day of the pay period for which payments to the Health Care FSA have been made from your paycheck**. This is also the last day you may use your FSA benefits card. Any balance(s) in your Flexible Spending Account(s), may be used for expenses incurred *on or prior to* that date. If a balance remains in your *Health Care FSA,* you may continue the current calendar year participation by electing COBRA. If elected, you may use your existing balance for health care expenses *incurred through the end of the current calendar year*. Dependent Day Care Flexible Spending Account participation cannot be continued under COBRA. Information on your rights under COBRA, the cost of coverage, and an election form will be sent to your address on file with FIT by the COBRA administrator, Flexible Benefit Administrators, Inc. (FBA). The claims filing deadlines for all eligible FSA expenses in a calendar year is March 31 of the following calendar year.

Life Insurance Plans	**Coverage ends the day before your employment termination date.** You may continue Basic Term Life Insurance coverage and/or Supplemental Life Insurance coverage under an individual (non-group) policy through the plan's insurer, The Hartford. Your request for continuation of coverage must be made within 31 days of your coverage end date. For information on the options available, please call The Hartford at (800) 523-2233. There is no option to convert your Accidental Death & Dismemberment (AD&D) coverage.
Long-Term Disability (LTD) Insurance Plan	**Coverage ends the day before your employment termination date.** There is no option to convert your Long-Term Disability coverage.
SUNY Optional Retirement Plan (ORP)	If you are enrolled in the **SUNY Optional Retirement Plan (ORP)**, contributions will be made on eligible compensation earned through your employment end date and on the payout of accrued but unused vacation and/or free days, and/or optional holidays. If you have completed the vesting period, you may maintain your account(s), request a rollover from your account(s) to another organization or take a distribution. If you have not completed the vesting period, your own contributions, plus interest, will be refunded to you upon request only (please contact a benefits representative to make a request) or will otherwise be retained in the event of future SUNY service. If you have questions regarding your options, contact the applicable SUNY investment provider(s): 1. TIAA: (800) 842-2252; www.tiaa.org/suny 2. Fidelity Investments: (800) 642-7131; www.netbenefits.com/SUNY 3. Corebridge Financial (formerly AIG Investments): (800) 888-2542; https://www.corebridgefinancial.com/rs/suny/home 4. Voya Financial: (800) 438-1272; https://suny.beready2retire.com
New York State Teachers' Retirement System (NYSTRS)	If you are enrolled in the **New York State Teachers' Retirement System (NYSTRS)**, your FIT participation will end on your employment end date or the last day of the pay cycle in which you receive contractual pay (faculty only). If you have questions about benefits or credited service, please contact NYSTRS at (800) 348-7298 or visit their website to access your online account or review plan information, www.nystrs.org.

SUNY Voluntary 403(b) Savings Plan - Retirement Plan	Your contributions will be deducted from eligible compensation earned through your employment end date and also from the payout of accrued but unused vacation and/or free days, and/or optional holidays. You are 100 percent vested in your account. You may maintain your account(s), request a rollover from your account(s) to another organization or take a distribution by contacting the applicable SUNY investment provider(s): 1. TIAA: (800) 842-2252; www.tiaa.org/suny 2. Fidelity Investments: (800) 642-7131; www.netbenefits.com/SUNY 3. Corebridge Financial (formerly AIG Investments): (800) 888-2542; https://www.corebridgefinancial.com/rs/suny/home 4. Voya Financial: (800) 438-1272; https://suny.beready2retire.com
New York State 457(b) Deferred Compensation Plan (NYSDCP) – Retirement Plan	Your contributions will be deducted from eligible compensation earned through your employment end date and also from the payout of accrued but unused vacation and/or free days, and/or optional holidays. You are 100 percent vested in your account. You may maintain the account, request a rollover from your account to another organization or take a distribution from your account by contacting NYSDCP at (800) 422-8463 or visit their website for account information, www.nysdcp.com.
Commuter Benefit Plan (Mass Transit and Parking Accounts)	• Pre-tax Transit balances in the WageWorks Commuter Card will no longer be usable after 90 days from your employment termination date. • Pre-tax Transit Passes will no longer be usable after the last day of your last active benefit month. • Pre-tax Parking balances are forfeited immediately on your employment termination date. However, if enrolled in the Parking Pay Me Back payment method, you have 6 months to submit for reimbursement for parking expenses incurred through your last day of employment. • Post-tax contributions remaining in your account will be refunded to you via check by HealthEquity/WageWorks. To discontinue contributions, access your HealthEquity/WageWorks online account, https://www.wageworks.com, or call HealthEquity/WageWorks at (855) 692-2966. Remember to make any changes by the 1st of the month prior to the benefit month (e.g., August 1 for deductions to stop in August to affect a September benefit month).
Educational Assistance Plans	➢ **FIT Tuition Exemption Program** – If your employment terminates before the course(s) begins, you will be required to pay for the course(s) unless you officially withdraw by the established deadlines. ➢ **SUNY Employee Tuition Assistance Program**** – If you terminate prior to the processing of reimbursement, you will not be eligible to receive reimbursement for the related academic year.

Vacation, Sick, and Optional Holidays	Any accrued but unused vacation days, free days, and/or optional holidays will be paid out in a lump-sum. Accrued sick leave will be forfeited. Payment will be delayed if all leave reports through your last day of employment have not been approved and submitted.

Important: Address Changes After Separation
If your address changes after you separate, notify the Office of Human Resources and the UCE of FIT Welfare Trust Fund Office (212) 217-3377 immediately. This will ensure that any FIT-related correspondence sent to you after separation will be received.

If you have questions, please send an email to hr_benefit@fitnyc.edu or call (212) 217-3670 for assistance from a benefits representative.

*The New York State Deferred Compensation Plan is not available to Student Housing Corporation employees.

**The SUNY Employee Tuition Assistance Program is not available to Student Housing Corporation employees.