

Leaving UST?

As you leave St. Thomas, you probably have many questions about the process for exiting the university and what happens during this transition. Below are answers to some typical questions employees have when leaving the university. If you have questions that this document does not answer, please contact your HR Partner. We thank you for your contributions and wish you much success in all your future endeavors.

Exit Interview

The university is committed to providing quality programs and a good working environment for all staff. Exit interviews are an important tool for gathering data to help assure these goals are accomplished. Through the exit interview, you can provide insights into the success of recruiting efforts, the effectiveness of university compensation and benefits, professional development programs, as well as information on the quality of the work environment. Please contact your HR Partner to schedule an exit interview. Complete the exit interview form and bring it, along with any other St. Thomas property, to your exit interview.

Final Check Information

Your final check will be mailed to your home address. That check will include payment of unused vacation or PLT, as prescribed by policy, and payable according to the university's normal payroll schedule. Please refer to the Payroll Web site at: www.stthomas.edu/payroll. If you have direct deposit, your final check will be deposited directly into your personal bank account.

Vacation/PLT Payout

You will receive your vacation or PLT payout on your final check. The maximum payout amount is up to 5 days for exempt employees and up to 160 hours for non-exempt and union employees. The university does not reimburse employees for unused floating holidays or union sick leave.

Exempt employees: Please remember to record in Murphy Online all vacation days you have taken.

Benefits Information

Your benefits will be effective through the end of the month in which you terminate.

COBRA

Under COBRA, you have the opportunity to continue some benefits, such as medical, dental, vision, and life insurance.

During the next few weeks, St. Thomas' COBRA administrator, ARC, will send you information about your right to continue your health insurance benefits. You will have sixty (60) days from the end of your coverage to elect COBRA coverage. Should you

elect to do so at any time during the sixty days, your coverage will be retroactive to the first day of the month following your termination.

Monthly COBRA Rates for 2009 are:

| Coverage | Employee Only | Employee Plus 1 | Family |
|--------------------------------|------------------------------------|-----------------|-------------|
| Medical – Platinum Plan | \$ 585.24 | \$ 1,073.73 | \$ 1,442.55 |
| Medical – Gold Plan | \$ 494.46 | \$ 907.15 | \$ 1,218.74 |
| Medical – Silver Plan | \$ 463.69 | \$ 850.72 | \$ 1,142.95 |
| Medical – Bronze Plan | \$ 431.03 | \$ 790.81 | \$ 1,062.43 |
| Medical – High Deductible Plan | \$ 417.32 | \$ 765.65 | \$ 1,028.65 |
| | | | |
| Dental | \$ 34.39 | n/a | \$ 127.87 |
| | | | |
| Vision – Plan A | \$ 5.83 | n/a | \$ 15.71 |
| Vision – Plan B | \$ 6.85 | n/a | \$ 17.75 |
| Vision – Plan C | \$ 7.20 | n/a | \$ 19.34 |
| | | | |
| Life | Life insurance coverage rates vary | | |

Any benefits continued require you to make the premium payments in a timely manner.

Retirement Funds

Under the St. Thomas retirement plan, all funds are vested immediately. Therefore, you should contact the appropriate retirement fund sponsor to discuss all alternatives available to you.

TIAA-CREF
www.tiaa-cref.org
 1-800-842-2776

Fidelity
www.fidelity.com
 1-800-544-6666

Update Your Address

If your address has changed or changes during the calendar year, please notify the Human Resources Department at employment@stthomas.edu or 651-962-6510. We want to assure your mailing address is accurate and you receive your final check and W-2 form!

St. Thomas Property

During your exit interview, you will be asked to return any university property. This includes your ID card, keys and access cards, and all university credit cards. Also, you may be contacted by other departments if you fail to return any other university property, such as library books or parking permits.