

Guide for Retiring Employees of Creighton University

At Creighton University, effective January 1, 2018, a retiree is a person who has ended University employment and has a minimal 10 years of benefit-eligible service and is a minimum of 55 years of age totaling 70.

- Retiree and Retiree Dependents over age 65 – Benefit Continuations
- Retiree and/or Retiree Dependents under age 65 – Benefit Continuations
- Retirement 403(b) Plan

The Beginning Steps to Retirement

It is important for employees nearing retirement age to ease into the transition from work to retirement. Not only do you have to look at the financial picture, but also your lifestyle. The better planned retirement both financially and in your lifestyle changes, the easier the transition will be according to workforce.com.

Lifestyle changes include keeping up a routine, keeping and creating new relationships, and following new passions such as new work, volunteering, and health fitness.

The biggest stressor for pre-retirees and post-retirees is the concern over having enough money to do the things you want to do in retirement. A professional can help you with a realistic financial plan that should include future income, health care costs, housing, hobbies, and vacations to determine a plan of action.

Workforce HR Job one of several Human Resource websites identified several reading materials that may be of interest to prepare yourself for retirement:

1. Making Sense of Life Changes – By William Bridges
2. How to Retire - Happy and Wild and Free - Retirement Wisdom that you won't get from Your Financial Advisor – By Ernie J Zelinski.

VAS/SHIP – Volunteers Assisting Seniors / Senior Health Insurance Information Program

VAS was created by the Association of Junior Leagues, Inc. in 1977, and utilizes the skill, knowledge and education of volunteers to help guide others in understanding and pursuing their entitlements and benefits under Medicare. The office is located at 1941 South 42nd Street Suite 312 Omaha NE 68105 and is a **free service**. The telephone number is 402-444-6617. If you prefer to speak to a VAS Human Resources Representative here on campus, please contact Lenora Salts at 402-280-4753 who is a qualified representative of the organization.

Retirement Notice to Department – Obtain from Employee or Faculty Handbook

Submit your notice of retirement in writing to the appropriate departmental supervisor or Chair at a suitable time.

You are encouraged to contact the Human Resources Department -Benefits at least three months prior to retirement for a personal explanation of the retirement process, including which benefits continue, what benefits are portable, and information on Medicare if you and your spouse are age 65 or older.

Social Security (SS) and Medicare Benefits

You can start Social Security Retirement Benefits as early as 62 and receive reduced benefit payments, or you can delay these benefits until age 70 and receive additional credits which will increase your monthly benefit payment amount.

Employees wishing to apply for Social Security benefits should contact the Social Security Administration at least 3 months prior to retirement. For more information, contact the local SS office at 1-866-716-8299. The Social Security website is <http://www.ssa.gov>. The site provides general information and instructions on how to request a Social Security Statement that will provide an estimated monthly income amount calculator, and how to apply on-line for retirement benefits.

Standard Medicare Plans – Part A and Part B

Medicare consists of 2 parts: Medicare Part A – Hospital Insurance and Medicare Part B – Medical Insurance. Medicare can become effective the first day of the month the employee or their spouse attains age 65. For a retiree receiving Social Security Benefits, enrollment in Medicare Parts A and B is automatic, but you should not rely on the automatic enrollment process, please make an appointment with the local SSA office or go on-line at www.medicare.gov to enroll (may be restricted if you are outside of your initial enrollment period). You and/or your spouse will receive Medicare ID cards approximately 3 months prior to the 65 birthday or later if enrolled at a later date.

Most people **will not** have to pay for Medicare Part A, but everyone enrolled in Medicare Part B pays a monthly premium which deducts automatically from their Social Security Benefit check. If you are deferring your SS benefit income to a later date you must pay the Medicare Part B premium directly to SS. Contact the SS office for complete details.

Employees who continue to work after age 65 and who continue coverage in the University's Group Medical plan can delay enrollment in Part B Medicare. "Special" enrollment into Medicare Part B is available for specific circumstances such as no longer eligible for the active group health insurance. Timing of enrollment is an important aspect of Medicare enrollment and therefore access the Medicare website at www.medicare.gov for additional details.

This is a highlight of Medicare and is not all encompassing, so if you have a specific issue, please call Lenora Salts at 402-280-4753 in Human Resources.

Medigap/Medical Supplemental Insurance Policies - Optional

If you want to get private coverage that fills in the gaps that Original Medicare coverage does not cover, you can choose to buy a private policy. Medicare supplemental insurance companies can sell you only a standardized Medigap policy identified in most states by letters (A through N). Medicare Supplemental Plans are standardized policies that pick up the deductibles, co-pays, and coinsurance left by Original Medicare. Depending on which standard plan you choose, your Medicare Supplement may pick up some or all of those deductibles, co-pays and coinsurance. It is important to first choose a plan based on the included benefits you want, and then shop for a company based on cost and how the rates change overtime (etc., Cost of Living Increase – COLA, age rated etc.) To view options go to Medicare.gov click on "Explore Medical Health Plans" or click on "Find Health and Drug plans".

Another option is Creighton University has entered into an agreement with United Health Care (UHC) to offer the Nationwide Medicare Supplemental Health Plans which are available under AARP. Retirees may also obtain prescription drug coverage through this program. Premiums are the responsibility of the retiree. For payment options please contact UHC directly at 1-800-545-1797 24 hours a day, 7 days a week. If you are interested in the Medigap policy that UHC offers, contact Lenora Salts at lenorasalts@creighton.edu or call 402-280-4753. Please provide a 3-month window for a specialized packet just for you! Remember these Medicare packets are specific to you, so if you have a spouse that needs a packet please provide the name of the dependent. You can also contact 1-800-545-1797 Medicare Supplement Plans insured by United Health Care for information.

If interested in United Health Care's Medigap policy, you must be an AARP member. United Health Care pays the 1st years AARP membership premium as long as you have never or are not a current member of AARP. Please contact UHC for more details. In addition, UHC offers a "SilverSneakers Fitness Program" in certain states. Visit www.silversneakers.com to find a health center location near you.

If **not interested** in UHC offerings, or you would like to compare plan costs, please access www.medicare.gov for further information on Supplemental/Medigap Policies.

Medicare – Part D – Prescription Drug Coverage

Centers for Medicare and Medicaid Services (CMMS) offers prescription drug coverage for everyone with Medicare also known as “Part D.” This coverage may help lower prescription drug costs and help protect against higher costs in the future. It can give you greater access to drugs that you can use to prevent complications of diseases and stay well. Medicare drug plans are run by insurance companies and other private companies approved by Medicare. Creighton University has a relationship with UHC. If you are interested in the Prescription Drug Plan(s) offered through UHC, contact Lenora Salts at lenorasalts@creighton.edu or call 402-280-4753. Please provide a 3 month window for a specialized packet just for you! You can also contact 1-800-545-1797 Prescription Drug insured by United Health Care for information.

If you do not opt for UHC plans, there are many prescription drug plan offerings throughout the United States. It is important to shop around for prescription drug coverage that meets you and your spouse’s needs. Often times you and your spouse may elect coverage through different insurance carriers as drug formularies (a list of drugs that they cover) vary from insurance carrier to carrier. During Medicare Open Enrollment (fall of each year), you have the option to change drug carriers.

The best way to determine which plan is best for you is to access the government website www.medicare.gov or contact the local SHIP office. For complete details on the local SHIP/SHIP office in your primary resident area (State where you are a [registered](#) voter) please access www.shipusa.org.

If you join a Medicare drug plan, you pay a monthly [premium](#) directly to the insurance carrier you enroll. Part D is optional. If you decide not to enroll in a Medicare drug plan when you are first eligible, you may have to pay a penalty if you choose to join later and did not have creditable coverage through an employer or failed to enroll timely.

Prescription Creditable Coverage and Late Enrollment Penalty (LEP)

Medicare beneficiaries may incur a **late enrollment penalty** (LEP) if there is a continuous period of 63 days or more at any time after the end of the individual's Part D initial enrollment period during which the individual was eligible to enroll, but was not enrolled in a Medicare Part D plan and was not covered under any creditable prescription drug coverage.

"Creditable prescription drug coverage" is coverage that meets Medicare's minimum standards since it expects to pay, on average, at least as much as Medicare's standard prescription drug coverage.

Creighton University’s prescription drug plan meets Medicare’s Minimum standards and is included in the COBRA envelop that is sent to your home after employment ends from ADP our COBRA vendor (KEEP THIS NOTICE WITH YOUR IMPORTANT PAPERS).

Limited Income – Extra Help Part D Prescription Drug Coverage

If you have limited income and resources, you may qualify for extra help to pay for your Medicare drug plan costs. Eligibility for the Low-Income Subsidy (also called "Extra Help") available under the Medicare Part D prescription drug program is located on <http://www.cms.hhs.gov/LowIncSubMedicarePresCov/>. The website includes information on those who automatically are deemed eligible, as well as those who must apply to determine if they are eligible.

How to enroll in Part D Prescription Drug Coverage

You can enroll in three ways:

1. Enroll online on the website at www.medicare.gov –  Apply for Medicare
2. Call the plan directly – insurance companies plan you are opting to elect (telephone numbers on website)
3. Call 1-800-MEDICARE or for TTY call 1-877-486-2048.

Medicare Part C – Medicare Advantage Plan

Medicare Advantage plans are health plan options that are approved by Medicare, but run by private insurance companies. When you join a Medicare Advantage plan you are still a Medicare beneficiary, but you are choosing to receive your benefits from a private insurance company instead of Medicare. You still must enroll in Medicare Part A and B. Many of these plans have networks you must use and you cannot purchase a Supplement/Medigap plan to pick up the co-pays and coinsurance. Some of these plans may have restrictions for coverage outside the county in which you live, or travel outside of the U.S.A., so make sure you ask about the restrictions and costs as they will vary amongst the different insurance companies.

University Retiree Benefits

Creditable Coverage notices are required for retirees (retiring after age 65) that elected to defer their enrollment into Medicare Part B and Part D (prescription drug plan – enrollment through CMS) so you do not incur a late enrollment penalty. When completing an enrollment for Medicare Part B or Part D, **please attach a copy of the HIPPA notification on creditable coverage located in the COBRA packet which is mailed to your home by ADP COBRA (approximately 3 weeks post the end of the month in which you lose your coverage).**

COBRA Packets

All employees enrolled in health, dental and/or vision will receive a COBRA packet in the mail from our COBRA vendor ADP COBRA. It is important to retain the packet even if not interested in the COBRA continuation as it has other important documents. See below:

HIPPA Creditable Coverage Notice: This is an important notice and should be retained for at least 18 months. **Your new Medicare Supplemental/Medigap provider s will request a creditable coverage notice so you do not incur a late enrollment penalty** if you retired or separated from service from the University after age 65, as you fall under the special enrollment period under Medicare. If you misplace this document, you will need to contact ADP COBRA at 1-800-526-2720 which may have a fee.

Retirement Pre-65

If you are, or a dependent, is under age 65, the University does not offer healthcare coverage. Therefore, you have the ability to review the following options to bridge your healthcare coverage until you meet Medicare eligibility:

- COBRA – 18 months
- Marketplace also known as an Exchange through State, Partnership or Federal Government (depends on the state in which you will be living) see www.Healthcare.gov for details on the plan in your state and instructions on how to enroll. These plans have **no pre-existing condition** clauses. Also, Creighton’s website at www.creighton.edu/hr/benefits/index.php has the necessary documents that you may need to provide to the new insurance carrier. ADP COBRA will provide a creditable coverage notice in the COBRA envelope that is mailed to your home, so please retain for your records.
- Individual Insurance

Retirement 403(b) Plan

To access your retirement plan investments, roll over your funds to an outside investment advisor, or begin payments, please contact the following investment providers:

Principal Financial Group	Telephone:	1-800-547-7754
TIAA-CREF	Telephone:	1-800-842-2776

Principal participants can work directly with the Principal call center to facilitate your distribution or rollover requests.

TIAA-CREF participants must first obtain the paperwork from TIAA-CREF and complete the necessary sections of the form, have the spousal consent signature witnessed by a notary, then return the completed form to Human Resources for sign-off. Once the initial sign-off is complete, no signature is required from Creighton University for any further distributions.

Basic Life/Group Life (Term Life Insurance)

All employees covered under the Basic Life Insurance may continue the coverage by converting the coverage to a whole life policy. The premium for the whole life policy calculates on the current policy amount (1 times your annual salary not to exceed \$100,000) under the group plan. **You must complete the application process within 30 days from your last day worked.**

If interested in the conversion policy, please complete the conversion form. The form is located at www.mutualofomaha.com/module/gforms.phtml. Once on the site find the section labeled Customer Service. Follow the steps below:

- Click FORMS
- Choose the “STATE” you live in from the list
- Click on “I am a plan member”
- Click on “View Forms”
- Find the page header entitled “Coverage Continuation Forms – Portability and Conversion”
 - Click on Group Life Conversion Form
 - Print
 - Complete all applicable sections and submit to Human Resources. Upon receipt Human Resources will complete all necessary fields and submit to United of Omaha for consideration. The insurance carrier will work directly with you on premium collections, costs, and details of the plan provisions associated with the conversion.

Voluntary Life Insurance - Employee, Spouse, Dependents

Employees who elected voluntary life insurance (supplemental life insurance) while employed and the policy is enforce (did not previously discontinue the coverage) for self and eligible dependents may continue coverage by porting the insurance. Portability is a request for insurance under United of Omaha’s Term Life (voluntary) offered by an employer. **You must complete the application process within 30 days from your last day worked.**

If interested in the portability policy, please complete the portability form. The form is located at www.mutualofomaha.com/module/gforms.phtml.

If interested in the conversion policy, please complete the conversion form. The form is located at www.mutualofomaha.com/module/gforms.phtml. Follow the steps below:

1. Click FORMS
2. Choose “I am” Plan Member
3. On the same page click on Forms – choose from the list of values the “STATE” in which you live
4. Find the page header entitled “Coverage Continuation Forms – Portability and Conversion”
5. Click on Standard Term Life Portability Request form (Pooled Rates)
6. Click on Group Life Conversion Forms
7. Print
8. Complete all applicable sections and submit to Human Resources. Upon receipt Human Resources will complete all necessary fields and submit to United of Omaha for consideration. The insurance carrier will work directly with you on premium collections, costs, and details of the plan provisions associated with the conversion.

Provider Contacts

Provider Contact Information		
Provider	Website	Customer Service Number
Social Security Administration	www.ssa.gov	866-716-8299
Human Resources – Lenora Salts		402-280-4753
Volunteers Assisting Seniors – (VAS)	www.shipusa.org	402-444-6617
Medicare	www.medicare.gov	800-MEDICARE TTY: 877-486-2048
Medicare Find a doctor	http://www.medicare.gov/find-a-doctor/provider-search.aspx	
Principal Financial Group Plan ID/Contract # (615443)	www.principal.com	800-547-7754
TIAA-CREF	www.tiaa-cref.org/tcm/creighton	800-842-2776
PayFlex USA Inc.	www.payflex.com	800-284-4885 (Health Flexible Spending and Health Savings Account) Local number is 402-345-0666
ADP COBRA		800-526-2720
GrayBackers	Sallyk1943@cox.net	
United Health Care Medigap Policy		800-545-1797
AARP	www.aarp.org	888-OUR-AARP (888-687-2277)

Other Retiree Information

Continuance of Dental and Vision Insurance: A retiree and his or her eligible spouse and/or dependent child may continue participation in the dental and vision insurance programs via the Consolidated Omnibus Reconciliation Act (COBRA) if the employee was enrolled in the plan(s) as an active employee prior to his or her retirement. This coverage can remain in effect for a maximum of 18 months or longer if a secondary qualifying event occurs. You will receive a HIPAA and COBRA notification in the mail from our Third Party Administrator ADP COBRA. An employee and their dependent(s) can choose which plans and for whom they want COBRA continuation coverage. Once complete, submit the form back to ADP COBRA with payment to facilitate the enrollment request and reinstatement of your insurance. You can cancel at any time by contacting ADP COBRA directly.

Tuition Remission: Retirees continue to qualify for tuition remission in accordance with the provisions of the policy in effect at the time of enrollment.

Long Term Disability Insurance and Short Term Disability: terminates upon retirement. Plan is not portable upon retirement.

MetLaw- If enrolled the plan is portable for up to 30 months. To continue coverage or more details contact MetLaw Client Service Center at 1.800.821.6400 within 30 days from last day worked.

Flexible Spending/Reimbursement accounts: terminates the end of the month in which you are no longer employed. You must use any balance in your account before your retirement date but can submit claims no later than March 15 of the following year. For retirees who have not used the monies they deferred into the account, may qualify under the COBRA continuation provision. To determine if you qualify please contact Lenora Salts at 402-280-4753.

Vacation: Upon retirement unused vacation accruals are paid.

Libraries: At the Reinert Alumni Library, University retirees will have access and item charge-out privileges with their identification card in accordance with established library policies and procedures. Please check with the other libraries regarding applicable privileges for retirees.

Bookstore and FanAttic: A 10% discount is available with your identification card. This applies to all items, excluding sale merchandise and academically discounted software.

Kiewit Physical Fitness Center and Harper Fitness Center: Membership is available to retirees.

Joslyn Art Museum: Free admission is available with your identification card.

Discounts to University Events: You are eligible for the same discounts on tickets to University-sponsored sporting events as offered to active employees (e.g., discount on season tickets, etc.). In addition, the Fine and Performing Arts Department offers reduced rates to retirees for productions offered through the Department.

Creighton University Graybackers: As a Creighton retiree, you are eligible for membership in the Creighton University Retiree Organization, known as the Graybackers. The Graybackers organization is a way to keep abreast of University activities and to remain in contact through social activities with other retirees and with long-time former employees and contributors of service to the University. For more information about activities and membership, contact the Secretary-Treasurer, Sally Komrofske, at sallyk1943@cox.net.

Updated 03/31/2016