

**HR BENEFITS
ALTERNATE BENEFITS PROGRAM (ABP)
STEPS TO RETIREMENT**



Agenda

- Health Benefits Upon Retirement
- Enrolling In Retiree State Health Benefits Plans
- Donated Leave Time
- Employment After Retirement
- Step By Step Guide To Retirement
- Pension Service Credits
- Enrolling In Medicare Parts A&B

Health Benefits Upon Retirement

- If You Are Eligible For Medicare You Will Be Auto Enrolled In Aetna Medicare Advantage
- If You Are Not Eligible For Medicare You Will Be Auto Enrolled In Nj Direct
- If You Wish To Make A Change And Choose A Different Health Plan You Will Be Able To Register At [My Nj Benefits Hub – Nj.Gov](#) To Register For Benefitsolver
- If You Need Assistance You Can Contact NJDPB Call Center At 609-292-7524

Current Health Benefits

- Your current Health Benefits will remain in effect through the end of the month you retire

Example:

- Retirement Date = June 1st
- Benefits Will end on June 30th
- Retiree Benefits effective July 1st

Employees Who Retire With Less Than 25 Years Of Pension Service Credit

- All retirees are eligible for Retiree State Health Benefits upon retirement
- Retiree with under 25 will Be Required To Pay Full premium and not eligible for medicare part B reimbursement
- Plan Comparison, Cost and information can be found at <https://www.state.nj.us/treasury/pensions/hb-retired-shbp.shtml>

Employees Who Retire With 25 Years Of Pension Service Credit

- All retirees are eligible for Retiree State Health Benefits upon retirement
- Retiree with 25 will be based on a percentage of premium and maybe eligible for medicare part B reimbursement
- Plan Comparison, Cost and information can be found at <https://www.State.Nj.Us/Treasury/Pensions/Hb-Retired-Shbp.Shtml>

Dental Benefits At Retirement

- Retirees Pay Full Cost
- Dental Plan Options:
 - Dental Expense Plan or Dental plan organization
 - Additional Retiree Dental Information Available:
 - [Http://Www.State.Nj.Us/Treasury/Pensions/Documents/Factsheets/Fact73.Pdf](http://www.State.Nj.Us/Treasury/Pensions/Documents/Factsheets/Fact73.Pdf)

DONATED LEAVE TIME

- The Donation Leave Program for employees allows employees with accrued paid time off to donate their accrued time to co-workers experiencing life-threatening or catastrophic illnesses or to those who must care for a family member
 - [The application can be found on our website](#)

EMPLOYMENT AFTER RETIREMENT

“Bona Fide Severance Of Employment” Requires A Complete Termination Of The Employer/Employee Relationship For A Period Of At Least **180 Days (6 month)** From The Date Of Your Retirement

- For Additional Information, Please Refer To Factsheet 86:
- [Http://Www.State.Nj.Us/Treasury/Pensions/Documents/Factsheets/Fact86.Pdf](http://www.state.nj.us/treasury/pensions/documents/factsheets/fact86.pdf)

The following does not qualify as a complete severance of your employment relationship within the 180-day period:

- ☐ Re-employment in a part-time position;
- ☐ Re-employment in a position that is covered by a different retirement system;
- ☐ A change in title;
- ☐ Re-employment as a contract employee, a leased employee, or an independent contractor;
- ☐ Termination of employment with a pre-arranged agreement for re-employment.

Pay Time off

Eligible Staff Employees Receive half of sick balance of their unused and accrued sick days up to \$15,000

Faculty Are **Not** Eligible For Sick/Vacation Payout.

All Applicable Taxes Will Be Deducted.

Allow 4 To 6 Weeks Processing Time upon retirement
For Further Information Regarding Pay time off Vacation Payout
Please visit the Payroll Department webpage.

CONVERSION OF LIFE INSURANCE

- One Time Option To Convert To Individual Private Life Insurance Policy Through Prudential
- Conversion Must Be Done No Later Than 31 Days After The Retirement Date
- Cannot Be Denied Life Insurance For Health Reasons
- If Employee Does Not Elect To Convert Life Insurance
- The Retiree Life Insurance Policy Reduces To 50% Of Annual Salary.
- To Convert Life Insurance:
 - Contact The Prudential Group Life Conversion Department At 800-262-1112
 - You Can Use The Online Prudential Life Insurance Calculator At:
<http://www.state.nj.us/treasury/pensions/conversion-calc.shtml>
- Life Insurance - Group Number Is G-14800

STEPS TO RETIREMENT

4-6 MONTHS BEFORE RETIREMENT:

- Determine Last Working Day
 - (Retirement Date Will Be The First Of The Month Subsequent To The Last Day Worked)

– 3 MONTHS BEFORE RETIREMENT:

- Notify Your Department And Hr/Benefits In Writing Of Your Intent To Retire
- Request Information About Payout Options From Your Investment Carrier
 - Minimum Distribution of \$1,000 Required Within 30 Days Of Retirement Date
- Contact The Division Of Pensions And Benefits
 - For Audit Of your Pension Service Credits And Health Rates At 609-292-7524
- Contact Social Security Office If You Plan To Enroll At 1-800-772-1213

FINAL CHECK LIST

- Submitted applications to hr-benefits@montclair.edu
- Ensure To Update Your Address In The Workday Employee Self Service System.
- Submitted intent to retire letter/email to department
 - You will need to speak with your financial advisor to withdraw a \$1,000.
- Submitted Medicare Part B form to Medicare

NJDPB STATE-AUTHORIZED INVESTMENT CARRIERS

Axa Equitable

866-752-0072

Mass Mutual

848-248-4875

Metlife

732-623-5700

Prudential

855-652-2711

Tiaa

800-842-8412

Valic

800-448-2542

Voya Financial

877-873-0321

HR BENEFITS CONTACT INFORMATION

hr-benefits@montclair.edu