The New School
32BJ SEIU - Security

STATUS OF BENEFITS UPON TERMINATION OF EMPLOYMENT

Health Care Coverage

32BJ Health Fund

Contact the 32BJ Health Fund to find out when your health care coverage ends and how to extend it if you wish. While the University makes contributions to the 32BJ Health Fund for your health care coverage, 32BJ Health Fund is exclusively responsible for administering your health care benefits. You may contact the Fund at 212-388-3500 from any of the five boroughs of NYC, or at 800-551-3225 from outside the boroughs.

Retirement Benefits

Building Service 32BJ Pension Fund

Contact Building Service 32BJ Pension Fund for information regarding your benefits under the Building Service 32BJ Pension Fund. You may contact the Fund at 212-388-3500 from any the five boroughs of NYC, or at 800-551-3225 from outside the boroughs.

New School Retirement Plan: Optional Employee Contributions

If you are enrolled in this defined contribution plan at the time your employment terminates, your pre-tax contributions (if elected) will be withheld from your eligible compensation earned through the date your employment with the University ends. You are 100 percent vested in your account. That means you have a non-forfeitable right to the benefit.

You may maintain the account with TIAA-CREF or you may rollover your account to another organization. If you have any questions on your options or wish to request a rollover, contact TIAA-CREF directly at 800.842.2776. Representatives are available to assist you Monday to Friday, 8 a.m. to 10 p.m. ET, and Saturday, 9 a.m. to 6 p.m. ET. You may also visit the TIAA-CREF web site 24/7 at www.tiaa-cref.org.

Qualified Transportation Expense Plan: Mass Transit and/or Parking

Your participation in the Qualified Transportation Expense (QTE) Plan: Mass Transit and/or Parking (if enrolled) will end on your employment termination date. Only eligible expenses incurred through your employment termination date may be processed with your Benefits Card or may be submitted to EBPA, the plan administrator, for reimbursement. If you are filing a claim for reimbursement, EBPA must receive your claims for eligible expenses by the filing deadline which is March 31 following the end of the calendar year in which you terminate employment. **NOTE:** You will forfeit any funds left in your account after the filing deadline.

Tuition Waiver Program

Credit Courses

You and/or your dependents (if enrolled) may continue to take credit courses for the current semester for which he/she is enrolled without further obligation. However, the University's Office of Student Financial Services will determine the cost of tuition for the period beginning with your employment termination date through the end of the semester. You will then be billed for that portion of the tuition directly by the Office of Student Financial Services. Alternatively you or your dependents (if enrolled) have the option to withdraw from the class or to convert from a credit course to a non-credit course, where permissible. Withdrawal from the course

or conversion to a non-credit course must be completed prior to your date of termination. Contact the Registrar's Office for additional information. Please note: tax obligations still apply to graduate-level courses.

Non-Credit Courses
You and/or your dependents (if enrolled) may remain enrolled in non-credit courses through the end of the semester in which you terminate employment with the University without any further obligation.

Vacation Pay

If appropriate, you will be paid accrued unused vacation time per Article 21, of the collective bargaining agreement between The New School and SEIU Local 32BJ ("the Union Contract"), which is available at http://www.newschool.edu/hr/labor-relations/security/.

Form W-2

You will receive your Form W-2 next January. If you should move prior to then, please be sure to notify the Office of Human Resources so that your record can be updated to reflect the change of address. This will ensure delivery of your Form W-2 on a timely basis.

Questions

If you have any questions or need any additional information, please contact Lauren Tomlinson at 212.229.5671, extension 3848 or at tomlinsl@newschool.edu.