The New School
Local 802/Part-time Classroom Faculty

STATUS OF BENEFITS UPON TERMINATION OF EMPLOYMENT

Health Care and Dental Care Coverage

New School Health/Dental Care Coverage Plans
If enrolled, your Health Care Plan and Dental Care Plan coverage will end on the last day of the month in which you terminate employment with The New School.

You and your dependents (if enrolled) will be offered the opportunity to continue coverage under COBRA (the Consolidated Omnibus Reconciliation Act of 1986). You will receive a letter from EBPA in Exeter, NH, our COBRA administrator, which provides you with information on your rights under COBRA, the cost of coverage, and an election form. The letter and election form will be sent to you within 2 weeks of the date Human Resources notifies EBPA of your termination of employment. You will then have 60 days from the date on the letter, or the date your coverage ends, whichever is later, to elect COBRA continuation coverage. COBRA continuation coverage will be effective the first of the month following the date your coverage as an employee ends.

The Musician’s Local 802 Health Benefits Plan
If enrolled, contact the Local 802 Health Benefits Plan at 212.245.4802 x185 to find out when your health care coverage ends and how to extend it if you wish.

Retirement Benefits

Local 802 Pension Fund
Contact the American Federation of Musicians and Employers’ Pension Fund at 800.833.8065 x1311 for more information about the Local 802 pension fund.

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.

August 2014
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.

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.

August 2014