



SARPY COUNTY HUMAN RESOURCES DEPARTMENT  
EAST ANNEX: 1261 Golden Gate Drive, Suite 4E  
Papillion, NE 68046  
(402) 593-4486 or 593-4465, Fax (402) 593-5781  
[www.sarpy.com](http://www.sarpy.com)



## **SEPARATION OF SERVICE PACKET**

The enclosed information will assist you as you plan to leave employment, by either resignation or retirement, with Sarpy County. This packet includes forms, helpful information regarding your benefits, and what to expect once you leave your employ.

**Notice of Separation/Retirement** - You are asked to notify your department head as far in advance as possible (at least two weeks). A written notice is to be submitted to your department head, who will in turn notify the Human Resources Department. This document is available on the following link:

<http://www.sarpy.com/humanresources/forms.html>

**Exit Questionnaire** - This is an optional form; however, we are interested in hearing from you, and would appreciate you taking the time to answer these questions. Return to Human Resources when completed. This document is available on the following link:

<http://www.sarpy.com/humanresources/forms.html>

Should you have any questions regarding **paychecks, payouts, deductions, taxes**, etc., please contact the **Payroll Department** (402-593-2116).

Health insurance benefits end on the *last* day of the month in which you ceased to be in an active employed status.

**COBRA:** You may have the option to continue your coverage in accordance to COBRA, Public Law 99-272, Title X (unless you are eligible for Medicare). You will receive information regarding this option from our third party administrator, PayFlex.

PayFlex will send a letter within fourteen (14) days regarding your options to continue coverage in accordance with COBRA requirements (unless you are eligible for Medicare).

**RETIREMENT:** If eligible, and are keeping health insurance as a retiree, you must remit your share of the premium NO LATER THAN the 1<sup>st</sup> of the month for which the premium applies.

REMIT TO:

SARPY COUNTY CLERK'S OFFICE: Retiree Health  
ATTN: Payroll  
1210 Golden Gate Drive Suite 1250  
Papillion, NE 68046

Make check payable to "Sarpy County COBRA and Retiree Funds Account", and notate in the memo section the month and year to which the premium should be applied.

Dental coverage benefits continue through the month in which you are working and end on the last day of the month. PayFlex will notify you by letter regarding your options to continue coverage.

Life insurance provided through MetLife Insurance Company may allow employees to convert their County-provided group life insurance coverage to an individual policy. Additionally, you may be entitled to convert any enhanced optional life insurance to an individual policy. The Human Resources Department will send a letter with conversion information to you within fourteen (14) days of your last day of employment.

## **Tax Deferred Compensation**

If you are enrolled in a tax deferred compensation plan or accidental, health and cancer insurance plans you will need to contact your representative directly.

**SEE COUNTY WEBSITE FOR CURRENT CONTACT INFORMATION**

## **Accidental, Health and Cancer Insurance**

If you have coverage with a supplemental health, accidental health, and/or cancer insurance, you will need to contact your representative directly.

**SEE COUNTY WEBSITE FOR CURRENT CONTACT INFORMATION**

## **Flexible Benefit Plan**

If you are enrolled in the Flexible Benefit Plan (Dependent Care or Medical Care), please contact PayFlex directly at (402) 345-0666.

### **PENSION:**

Upon your final contribution to the Nebraska County Employees Retirement System, you will receive notice (between 60 and 90 days) regarding your pension options. Your contributions will cease once you are no longer receiving compensation from the County. The County Clerk is required to notify the Retirement Office within two weeks of the date you cease employment with the county, via a Non-Contributing Member Form. Upon receipt of the form, the Retirement Office will send a disbursement packet to you, which includes a **Request for Disbursement Form** and a **Special Tax Notice**. Questions regarding your pension plan should be addressed to the Nebraska County Employees Retirement Office at **1-800-245-5712**.

# **COUNTY EMPLOYEES RETIREMENT SYSTEM**

If you have any questions, please contact:

**Nebraska Public Employees Retirement System (NPERS)**  
**P. O. Box 94816**  
**Lincoln, Nebraska 68509-4816**

or call **402-471-2053**, or toll-free **1-800-245-5712**; you may schedule an appointment to visit at 1221 N Street, Suite 325, in downtown Lincoln.

You may visit the website at <http://www.npers.ne.gov>

## **Separation of Employment**

(Ceasing work before age 55)

If you quit working for the county before age 55, you are considered to have “terminated” employment. Depending upon your length of service, you may or may not be vested.

## **Retirement**

(Ceasing work on or after age 55)

You are eligible for retirement benefits if you cease working for the County on or after the age of 55. At age 55 you are “vested,” which means you are eligible for the county matching account, regardless of how long you have been a member of the plan.

## **Separation/Retirement Checklist**

***(The below is for illustrative purposes ONLY – please work with NPERS for your own needs)***

- 1) Contact the Retirement Office at least 60 days prior to your separation/retirement date to obtain an estimate of benefits under the various annuity options AND provide the following:
  - Name and Home Address
  - Social Security Number
  - Anticipated Separation/Retirement Date  
(The Retirement Office may also need the date of birth of your spouse if you wish to receive an estimate under the Joint & Survivor option.)
- 2) Your age must be verified before a monthly annuity benefit can be paid. A legible copy of your birth certificate or certificate of birth will be considered sufficient proof of age.
- 3) Review your beneficiary listing if you plan to defer your account or if you select the Systematic Withdrawal Option.
- 4) The effective date of your separation/retirement annuity will be the first day of the month following your last day of work, provided your application for benefits is received by the Retirement Office in the month you quit. For example: if your last day of work is January 2<sup>nd</sup>, your effective date of retirement is February 1<sup>st</sup>. If your last day of work is December 31<sup>st</sup>, your effective date of retirement is January 1<sup>st</sup>.

For further information regarding your Pension, distribution, tax liabilities, etc., please contact NPERS directly.

# **Retiree Health Insurance**

## **Resolution dated 05/07/13; ELECTED OFFICIALS / CHIEF DEPUTIES**

By Board Resolution 2013-129, Elected Officials/Chief Deputies may be eligible to continue health insurance upon retirement, under the same terms and conditions as is offered to other employees. Officials / Deputies who retire with a minimum of 15 years of continuous service and are at least age fifty-five (55) years, until reaching their sixty-fifth (65<sup>th</sup>) birthday, may continue in the County's primary health insurance program. The premium paid by the County for those qualifying is as follows:

- Age fifty-five through fifty-nine (55-59): The County will pay 50% of the monthly premium for single, employee/spouse, employee/child(ren), or family coverage.
- At age sixty (60) until reaching their sixty-fifth\* (65<sup>th</sup>) birthday: The County will pay 100% of the monthly premium for single and 50% employee/spouse, employee/child(ren), or family coverage.

Eligible Officials / Deputies must be enrolled in the current County Health program prior to retirement.

*\*Prior to reaching age 65, the employee is advised to contact the Social Security Administration to begin the transition process for Medicare coverage and research possible Medicare supplemental insurance coverage prior to enrolling in specific Medicare option(s.)*

## **Resolution dated 06/25/19; FOP-SWORN EMPLOYEES**

A Sworn employee may continue group health insurance under the following provisions:

- a) Medical Disability. 1) at least thirty (30) years of continuous service as a sworn deputy for the Sarpy County Sheriff's Office; and 2) approved for and/or currently receiving full long-term disability benefits from the County's Long-Term Disability provider OR
- b) Retirement: a minimum of fifteen years (15) of continuous service and is between ages of fifty-five (55) and sixty-five (65) years may continue in the County's primary health insurance program and receive insurance coverage as provided by the primary carrier selected by the County.

Eligible employees must be enrolled in a County insurance program prior to retirement. An employee must enroll in the County's primary health insurance program prior to retirement or during open enrollment under COBRA.

For Group 'a': the County shall pay fifty percent (50%) of the monthly premium for single, employee/spouse, employee/children or family coverage until reaching age sixty (60) years. Once employees qualifying under 'a' reach age sixty (60) and until their sixty-fifth (65<sup>th</sup>) birthday, the County shall pay one-hundred percent (100%) of single coverage and fifty percent (50%) of employee/spouse, employee/children or family coverage.

For Group 'b': For employees age 55-59, the County shall pay fifty percent (50%) of the monthly premium for single, employee/spouse, employee children or family coverage. For employees age 60 until reaching their sixty-fifth (65) birthday, the County shall pay one-hundred percent (100%) of single coverage and fifty percent (50%) of employee/spouse, employee/children or family coverage.

If you choose to remain a member of the County's group health insurance program, it is advised that you contact the Social Security Administration *prior* to reaching age 65 to begin the transition process for Medicare coverage. It is recommended that you also research possible Medicare supplemental insurance coverage prior to enrolling in a specific Medicare option.

### **Resolution dated 09/11/18: FOP NON-SWORN / CIVILIAN EMPLOYEES**

A non-sworn employee, who retires with a minimum of fifteen (15) years of continuous service and is at least age sixty (60) years until reaching his/her sixty-fifth(65) birthday, may continue in the County's primary health insurance program and receive insurance coverage as provided for retirees. From age 60 thorough age 61, the entire premium shall be paid by the retiree. From age 62 until age 65, the County shall pay 75% of single coverage, and 50% of family coverage.

If you choose to remain a member of the County's group health insurance program, you will need to contact the Social Security Administration *prior* to reaching age 65 to begin the transition process for Medicare coverage. It is recommended that you also research possible Medicare supplemental insurance coverage prior to enrolling in a specific Medicare option.

### **Resolution dated 09/25/2018; AFSCME**

Employees who retire with a minimum of fifteen (15) years of service and are at least sixty-two (62) years of age, until reaching his/her sixty-fifth (65<sup>th</sup>) birthday, may continue in the County's primary health insurance program and receive insurance coverage. Eligible employees must be enrolled in the County's health insurance program prior to retirement. The County will pay seventy-five percent (75%) of the premium for those electing single coverage, sixty-five percent (65%), employee/spouse coverage, and fifty percent (50%) of family coverage

If you choose to remain a member of the County's group health insurance program, you will need to contact the Social Security Administration *prior* to reaching age 65 to begin the transition process for Medicare coverage. It is recommended that you also research possible Medicare supplemental insurance coverage prior to enrolling in a specific Medicare option.

### **Resolution dated 09/11/18; SALARIED / EXEMPT FROM OVERTIME**

By Board Resolution 2018-279, certain groups of Salaried/Exempt from Overtime Employees, who retire with a minimum of 15 years of continuous service and are at least age fifty five (55) years, until reaching their sixty-fifth (65<sup>th</sup>) birthday, may continue in the County's primary health insurance program. The premium paid by the County for those qualifying is as follows:

- Age fifty-five through fifty-nine (55-59): The County will pay 50% of the monthly premium for single, employee/spouse, employee/child(ren), or family coverage.
- At age sixty (60) until reaching their sixty-fifth\* (65<sup>th</sup>) birthday: The County will pay 100% of the monthly premium for single and 50% employee/spouse, employee/child(ren), or family coverage.

Eligible employees must be enrolled in the current County Health program prior to retirement.  
(\*Prior to reaching age 65, the management employee is advised to contact the Social Security Administration to begin the transition process for Medicare coverage and research possible Medicare supplemental insurance coverage prior to enrolling in specific Medicare option(s).)

## **Resolution dated 09/11/18: EMPLOYEES' ASSOCIATION**

Employees who retire with a minimum of fifteen (15) years of service and are between the ages of sixty-two (62) and sixty-five (65) years may continue on the County's primary health insurance program and receive insurance coverage as provided for retirees. The County will pay 75% of the premium for those electing single coverage and 50% of the premium for those electing other coverage options.

## **Resolution dated 10/08/96; COUNTY EMPLOYEES NOT OTHERWISE DESCRIBED ABOVE**

An employee who retires with a minimum of fifteen (15) years of continuous service, is over the age of sixty-two (62), and has not yet reached their sixty-fifth (65<sup>th</sup>) birthday may continue in the County's primary health insurance program and receive insurance coverage as provided by the primary carrier selected by the County.

Eligible employees must be enrolled in the County health insurance program prior to retirement. If the employee is not enrolled with the primary carrier, such employee is required to change to such carrier prior to retirement. The County will pay seventy-five percent (75%) of the monthly premium for single coverage and fifty percent (50%) of employee/spouse, employee/children or family coverage. If an employee's share of premium cost is not paid and received by the County prior to the monthly premium due date deadline, such coverage shall be terminated.

If you choose to remain a member of the County's group health insurance program, it is advised that you contact the Social Security Administration *prior* to reaching age 65 to begin the transition process for Medicare coverage. It is recommended that you also research possible Medicare supplemental insurance coverage prior to enrolling in a specific Medicare option.

**THIS INFORMATIONAL PACKET IS INTENDED TO BE INFORMATIVE OF THE GENERAL NATURE OF BENEFITS TO WHICH AN EMPLOYEE MAY BE ELIGIBLE. THE INFORMATION IS NOT INTENDED TO BE BINDING ON SARPY COUNTY, AND SHOULD NOT BE CONSTRUED AS A GUARANTEE OF COVERAGE, TO CREATE A CONTRACT, NOR AN OFFER TO CONTRACT. THE ACTUAL BENEFITS ARE DEFINED BY VARIOUS OTHER LAWS, REGULATIONS, POLICIES AND CONTRACTS. THESE BENEFITS MAY BE MODIFIED FROM TIME TO TIME, WITHOUT FURTHER NOTICE TO THE EMPLOYEES.**