



State System of Higher Education

Retirement Guide

Faculty (APSCUF)
Coaches (Non-Faculty APSCUF)
Nonrepresented*
Nurses (OPEIU)*
Security/Police (SPFPA)*
SCUPA*

* Nonrepresented, Nurses, Security/Police, and SCUPA Employees hired on or after January 16, 2016 are not eligible for retiree health coverage.

IMPORTANT NOTICE FOR EMPLOYEES CONSIDERING RETIREMENT

Each employee may have different responsibilities and benefits based upon eligibility criteria such as years of service, age, date of hire, retirement vendor, etc. **If you are considering retirement, you should meet with the Benefits office at your university** to verify your eligibility for retirement benefits. Resources are available to assist in determining your financial readiness for retirement.

Once a decision has been made to retire, it is recommended to submit a retirement letter and meet with your Benefits office to begin the process **at least 3 months prior to your elected retirement date**.

This document provides general information and is intended only for illustrative purposes to assist you in planning your retirement. Information provided in this document is subject to change.

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Overview

This guide has been developed for prospective retirees to assist in the retirement process. In conjunction with this guide it is recommended to utilize the [retirement checklist](#) with suggested completion dates to ensure a smooth transition into retirement.

In order to be eligible for a sick leave payout upon your retirement, you must begin to draw your monthly lifetime retirement annuity within **90 days**. If you fail to finalize your retirement annuity within 90 days you **will forfeit** your sick leave payout.

The State System offers a retiree medical insurance program called the Annuitant Health Care Program (AHCP). In order to enroll in the AHCP a retiree must meet the eligibility criteria and begin to draw a lifetime retirement annuity. Retirees may delay enrollment into AHCP if health insurance is available from another source. Once a retiree enrolls in AHCP, coverage may continue until death or until the retiree chooses to discontinue enrollment. After the retiree passes away, survivor coverage may be extended to spouses/domestic partners. If a retiree chooses to discontinue AHCP coverage, the retiree waives all rights to future coverage under AHCP.

Drawing your retirement/pension

Determining the requirements for meeting the annuity criteria depends upon which retirement vendor you are enrolled.

In order to be eligible for a sick leave payout or enrollment in retiree health care, you must begin to draw an annuity from your retirement vendor.

SERS/PSERS

Any of the monthly payment plan options available through SERS or PSERS meets the criteria of drawing a monthly lifetime annuity. Contact SERS or PSERS to finalize your retirement paperwork.

[SERS](#) - 800.633.5461

[PSERS](#) - 888.773.7748

Alternative Retirement Plan (ARP)

Meeting the criteria of drawing a monthly lifetime annuity varies by ARP vendor (Fidelity, TIAA-CREF, VALIC). Schedule a meeting with your ARP vendor representative who will confirm and review the qualifying annuity options. A minimum of \$10,000 must be annuitized.

It is strongly recommended you meet with your vendor representative to complete the annuity paperwork for full understanding of the options made available in setting up your annuity. You should contact your vendor representative 90 days prior to your retirement.

[Fidelity Representatives](#)

[TIAA-CREF Representatives](#)

[VALIC Representatives](#)

Medical Insurance – Annuitant Health Care Program (AHCP)

Below are the criteria for majority paid coverage in the AHCP, which provides medical benefits upon retirement to retirees and their eligible dependents for the retiree's lifetime.

Eligibility Criteria

Employee Group	Current Hire Date	Retirement Age	Years of Service	Type of Service
Nonrepresented/ SCUPA	Prior to July 1, 1997	60	10	Credited service* in retirement plan
		Any	25	
		Any	5	Credited service* in retirement plan & approved for Disability retirement
	July 1, 1997 to June 30, 2004	60	15	Commonwealth/State System service **
		Any	25	
		Any	5	Commonwealth/State System service ** & approved for Disability retirement
	On/After July 1, 2004	60	20	Commonwealth/State System service **
		Any	25	
		Any	5	Commonwealth/State System service ** & approved for Disability retirement
	On/After January 16, 2016	No retiree health coverage available		

*Credited service includes years of service credited by retirement plan (SERS, PSERS or ARP). May include purchased service.

** Commonwealth/State System service does not include employment with a public school (pre-K, K-12).

Employee Group	Current Hire Date	Retirement Age	Years of Service	Type of Service
Faculty	Prior to Fall Semester 1997	60	10	Credited service* in retirement plan
		Any	25	
		Any	5	Credited service* in retirement plan & approved for Disability retirement
	Fall Semester 1997 to June 30, 2004	60	15	Commonwealth/State System service **
		Any	25	
		Any	5	Commonwealth/State System service ** & approved for Disability retirement
	On/After July 1, 2004	60	20	Commonwealth/State System service **
		Any	25	
		Any	5	Commonwealth/State System service ** & approved for Disability retirement

*Credited service includes years of service credited by retirement plan (SERS, PSERS or ARP). May include purchased service.

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Employee Group	Current Hire Date	Retirement Age	Years of Service	Type of Service
Coaches	Prior to July 1, 1997	60	10	Credited service* in retirement plan
		Any	25	
		Any	5	Credited service* in retirement plan & approved for Disability retirement
	July 1, 1997 to July 31, 2005	60	15	Commonwealth/State System service **
		Any	25	
		Any	5	Commonwealth/State System service ** & approved for Disability retirement
	On/After August 1, 2005	60	20	Commonwealth/State System service **
		Any	25	
		Any	5	Commonwealth/State System service ** & approved for Disability retirement

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** Commonwealth/State System service does not include employment with a public school (pre-K, K-12).

Employee Group	Current Hire Date	Retirement Age	Years of Service	Type of Service
Nurses Security/Police	Prior to July 1, 1997	60	15	Credited service* in retirement plan
		Any	25	
		Any	5	Credited service* in retirement plan & approved for Disability retirement
	July 1, 1997 to June 30, 2004	60	15	Commonwealth/State System service **
		Any	25	
		Any	5	Commonwealth/State System service ** & approved for Disability retirement
	On/After July 1, 2004	60	20	Commonwealth/State System service **
		Any	25	
		Any	5	Commonwealth/State System service ** & approved for Disability retirement
	On/After January 16, 2016	No retiree health coverage available		

*Credited service includes years of service credited by retirement plan (SERS, PSERS or ARP). May include purchased service.

** Commonwealth/State System service does not include employment with a public school (pre-K, K-12).

AHCP Enrollment and Forms

- 1) **Annuity** **You must be receiving an annuity from your retirement vendor in order to enrolled in the AHCP.**
- 2) **Enroll or delay** Complete and return the [enrollment/change form](#) to your university benefits office or if you are eligible and meet the requirements to delay your enrollment, complete and return the [delayed enrollment form](#) to your university benefits office.
- 3) **Payment Form** Employees enrolled in PSERS or ARP retirement plans, will need to complete and submit a [direct payment form](#) to authorize a monthly debit for premiums. Employees enrolled in SERS will automatically have their premiums deducted from their monthly pension check.
- 4) **Child Dependents** Any dependent children between the ages of 19 and 25 must have a [student certification form](#) completed. If you have a disabled child dependent over 18, please notify your university HR office.
- 5) **Age 65 / Medicare Eligible** Submit a copy of your Medicare card(s) with your AHCP enrollment form. You must be enrolled in Medicare Part B at the time of your retirement to ensure uninterrupted benefits.

Upon confirmation of your monthly lifetime annuity, your AHCP coverage will be effective the day after your final day of employment. If you delayed enrollment, your coverage will be effective upon loss of coverage or during an open enrollment period, pending confirmation of monthly lifetime annuity.

Highmark ID card(s) will be received after your enrollment into AHCP. It is strongly recommended to not schedule visits with your provider until two weeks after your retirement date. Also, if you need a prescription, you should obtain your medication prior to your retirement date. If there is a delay with your retirement annuity, you will not be enrolled into AHCP until your annuity has been verified with your retirement plan. You should not use the same Highmark ID card(s) as when you were actively employed since your group number will change. You can log on to the Highmark website at www.highmarkblueshield.com to print a temporary ID card.

Benefit Booklets

PPO Plan Under Age 65/Non-Medicare Eligible:

- Faculty/Coaches - [click here](#).
- Nonrepresented, Nurses, Security/Police, SCUPA – [click here](#).

Signature 65 Plan Over Age 65/Medicare Eligible:

- Signature 65 Plan – [click here](#).

For any changes or questions regarding your AHCP coverage after your retirement, visit www.passhe.edu/AHCP or contact the retiree benefits office at RetireeBenefitHelp@passhe.edu.

Monthly Rate Information

ASPCUF Faculty retiring who are currently under age 65 or over age 65 and enrolled in the active Highmark PPO:

Retirement Date 07/01/17 – 06/30/18		
Single	Two-Party	Family
\$112.53	\$249.48	\$305.74

APSCUF Coaches retiring who are currently under age 65 or over age 65 and enrolled in the active Highmark PPO will contribute 2.75% of their salary when they retire. (2.75% x final salary/12 months = monthly contribution rate). Effective January 1, 2018, the contribution rate increases to 3.0% of their salary.

Nonrepresented, Nurses, Security/Police, and SCUPA retiring who are currently under age 65 or over age 65 and enrolled in the active Highmark PPO:

Retirement Date 07/01/17 – 06/30/18		
Single	Two-Party	Family
\$112.61	\$249.65	\$305.96

All Employees over age 65 and enrolled in a HMO, please contact your university for rate information.

Medicare Information

If Medicare eligible when you retire and you are enrolling in the AHCP, contact Social Security to make sure you are enrolled in Medicare Parts A & B effective the first of the month in which you will retire.

Social Security - www.ssa.gov 800.722.1213

Medicare - www.medicare.gov 800.633.4227

Medicare will pay primary and ACHP will pay secondary on claims. For more details on benefits and coverage, visit the [Medicare benefits summary](#).

Dental/Vision Insurance

The AHCP does not offer dental or vision coverage to retirees. Here are some options that may be available to you:

- If you are a retired faculty member, vision and dental coverage may be available through APSCURF (<http://www.apscuf.org/members/apscurf>).
- If you are receiving a pension or eligible to receive a pension from the Commonwealth/State System, vision and dental coverage may be available through PARSE (www.parseofpa.org).

Prescription drug coverage

If you are under age 65 or non-Medicare eligible, you will have the same prescription coverage that you did as an active employee.

If you are age 65 or over or Medicare eligible, you will have the [Signature 65 prescription drug discount plan](#). By utilizing the Highmark prescription drug discount card, you will pay less for your prescriptions and may request reimbursement by submitting a [Major Medical Claim form](#) to Highmark.

Sick Leave Payout

Employees may be eligible for a payout of their sick leave upon retirement. **You must begin to draw a monthly lifetime retirement annuity within 90 days of separation.** Below are the criteria for payment of sick leave.

Employee Group	Retirement Age	Years of Service	Type of Service
Faculty	60 or above	5	Commonwealth/State System* service as a faculty member
	Prior to 60	25	Commonwealth/State System*
	Any age	5	Commonwealth/State System* service & approved Disability retirement

* Commonwealth/State System service does not include employment with a public school (pre-K, K-12).

Employee Group	Retirement Age	Years of Service	Type of Service
Coaches	60 or above	5	Commonwealth/State System* service as a coach
	Prior to 60	25	Commonwealth/State System*
	Any age	5	Commonwealth/State System* service & approved Disability retirement

* Commonwealth/State System service does not include employment with a public school (pre-K, K-12).

Employee Group	Retirement Age	Years of Service	Type of Service
Nonrepresented	60 or above	5	Credited service* in retirement plan
	Prior to 60	25	Credited service* in retirement plan
	Any age	5	Credited service* in retirement plan & approved Disability retirement

*Credited service includes years of service credited by retirement plan (SERS, PSERS or ARP). May include purchased service.

Employee Group	Retirement Age	Years of Service	Type of Service
SERS/PSERS			
Nurses Security/Police SCUPA	Superannuation age	5	Credited service* in retirement plan
	Prior to Superannuation age	25	Credited service* in retirement plan
	Any age	5	Credited service* in retirement plan & approved Disability retirement

*Credited service includes years of service credited by SERS and PSERS retirement plan and may include purchased service.

Employee Group	Retirement Age	Years of Service	Type of Service
ARP			
Nurses Security/Police SCUPA	Age 60 with ARP	5	Commonwealth/State System* service
	Prior to age 60 with ARP	25	Commonwealth/State System* service
	Any age with ARP	5	Commonwealth/State System service & approved Disability retirement

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Sick Leave Payment Schedule

Nurses, Security/Police, SCUPA		
Days Available at Retirement	Percentage Buy-Out	Maximum Days
0-100	30%	30
101-200	40%	80
201-300	50%	150
Over 300 (in last year of employment)	100% of days over 300	13

Nonrepresented		
Days Available at Retirement	Percentage Buy-Out	Maximum Days
0-100	30%	30
101-200	40%	80
201-300	50%	150
Over 300	100% of days over 300	15

Faculty and Coaches	
Days Available at Retirement	Maximum Days of Unused Sick Leave Paid
10-74	10
75-149	20
150-224	30
225-299	40
300 and over	50

Tax Deferring Your Sick and Annual Leave Payout

The Commonwealth of Pennsylvania contracts with Empower Retirement, the retirement business of Great West Financial serving as the administrator for the deferred compensation 457 plan.

Requirements:

1. You must enroll and be contributing at least \$5 prior to the pay in which you defer your sick and/or annual leave.
2. You must complete and submit your salary deferral paperwork to Empower prior to the first day of the month in which the deferral will be made – this is an IRS regulation.

For complete guidelines/details and setup, contact Empower Retirement at 866.737.7457.

Group Life Insurance

Your employer-paid group life insurance coverage will cease on the last day of the month in which your employment ends. You will receive a conversion notice directly from MetLife. You have the option to convert the same or a lesser amount of your current group coverage into an individual insurance policy purchased at your own expense.

You may be eligible for continued insurance due to a disability through MetLife if you are proven to be totally disabled. For more information, contact MetLife's customer service unit at 855.972.5433.

State Employee Assistance Program (SEAP)

SEAP benefits continue upon enrollment in the AHCP. SEAP is the free assessment and referral service for commonwealth employees and their family members; this includes everyone who lives in your house, as well as your parents, adult children, and siblings regardless of where they live. SEAP provides counseling for a wide variety of personal, financial, and legal services. This is no cost to you for this benefit.

Voluntary Benefits After Retirement

Voluntary Group Life (VGLIP) and Accidental Death and Dismemberment (ADD) insurance

Your VGLIP/ADD coverage will cease on your last day of employment. You will need to obtain a form from your human resource office to convert/port any existing coverage with CIGNA.

- [Portability vs. Conversion](#)

Long Term Disability (LTD)

LTD insurance will cease at the time of retirement.

Tax-Sheltered Annuity 403(b) (TSA)

Money can be withdrawn at any time after separation. Contact your financial advisor or vendor representative for more information.

Deferred Compensation 457

Money can be withdrawn at any time after separation. Contact your Empower representative for more information.

Flexible Spending Account (FSA)

Remember to submit qualified expenses incurred prior to your date of separation. Reimbursement from your medical account will not be permitted for expenses incurred after your last day worked, unless you elect COBRA coverage for FSA.

Questions?

For more information, contact your university benefit coordinator.