

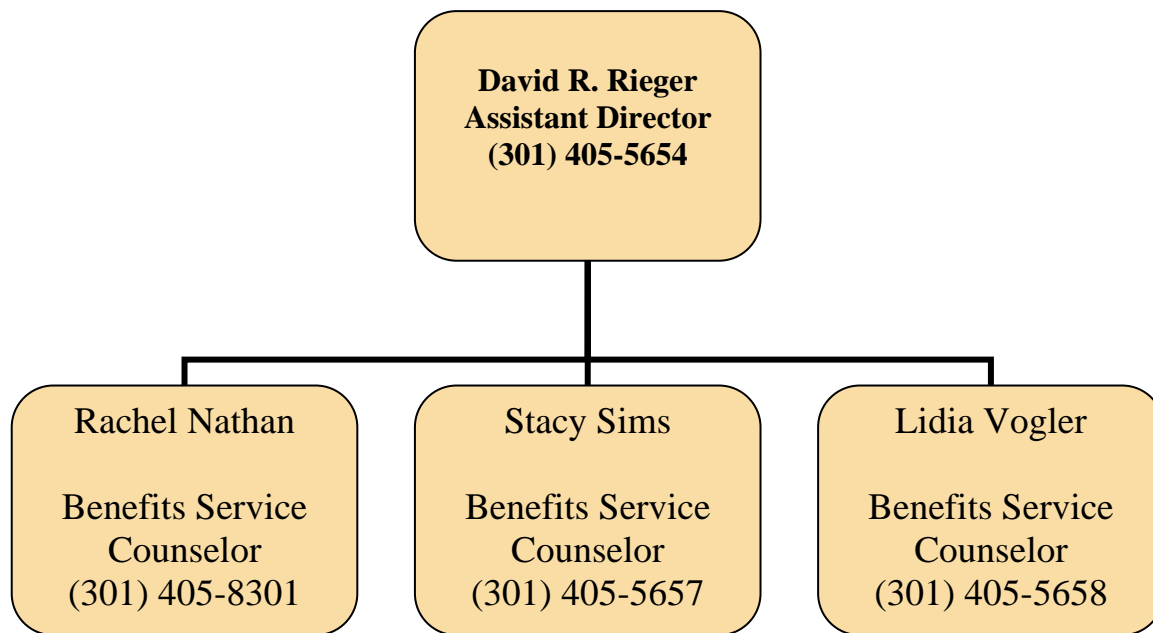


**Office of Employee Benefits**  
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College Park, MD 20742  
**(301) 405-5654**

**INFORMATION FOR RETIREES  
IN THE ALTERNATE PENSION OR  
RETIREMENT SYSTEM FOR EMPLOYEES**

The University of Maryland Office of Employee Benefits has created this booklet for our staff participating in the Employees Retirement and Alternate Contributory Pension System who are considering retirement in the near future. You will find the following information helpful in preparing for retirement.

When you are ready to meet with your Benefits Services Counselor, please contact the appropriate counselor listed below. If you have any general questions, please contact the Office of Employee Benefits at 301-405-5654.



Arts and Humanities  
College of Information Studies  
College of Life Science  
Libraries  
Office of Extended Studies  
Office of Information Tech  
Shady Grove  
R.H. Smith School of Business

Administrative Affairs  
Architecture  
CMPS  
President's Office  
Research & Grad School  
School of Public Health  
Undergraduate Studies

Agriculture  
BSOS  
Education  
Engineering  
Journalism  
Public Affairs  
Student Affairs  
SVPAAP  
University Relations

## **List of Topics covered:**

**Planning for Retirement**  
**Medical Coverage for Retirees**  
**Life Insurance for Retirees**  
**Long Term Disability**  
**Long Term Care**  
**Tuition Remission**  
**Other Campus Privileges in Retirement**

# Planning for Retirement

There are many things to consider when planning for retirement. We urge you to meet with your Benefits Services Counselor to discuss the retirement process when you are within one year of your intended retirement date. Additionally, the Office of Employee Benefits offers pre-retirement seminars for members who are interested in retirement. The following schedule shows the best time to begin filing some of the required forms and making the necessary contacts with the State Retirement Agency.

## Recommended Time Line

### One year prior to your Retirement

- File for an estimate of service retirement allowance one year, but no less than six months before your targeted retirement date. You should complete an Application for an Estimate of Service Retirement Allowance (Form 9). Select all of the option choices to obtain information on each of the various payment plans. This form is not a retirement application; it is designed for planning purposes only.
- Apply to purchase any previous service for which you may be eligible by submitting a Request to Purchase Previous Service (Form 26) along with your request for an estimate.
- Apply for any eligible military credit using a Claim of Retirement Credit for Active Duty Military Service (Form 43).

### Six months prior to Retirement

- If desired, schedule an appointment with your Benefits Services Counselor to discuss any questions you may have.
- Discuss your estimated benefits with your family and financial advisor.
- Prepare a retirement budget, estimating your retirement expenses against your State Retirement, Social Security and other income.
- Update or prepare a will.

### Two months prior to retirement

- Contact your Benefits Services Counselor and file your actual retirement application, Application for Service or Disability Retirement (Form 13-23).
- Provide proof of birth for the designated beneficiary (for allowance Option 2,3,5 or 6).
- If eligible, complete the Retiree Enrollment Worksheet to continue your health coverage.

- Complete a Direct Deposit Electronic Fund Transfer Sign-Up (Form-85) for the electronic transmission of your payment to your bank, savings institution or credit union. Direct deposit is mandatory.
- Complete Re-employment After Retirement (Form 127) to acknowledge an understanding of the parameters of re-employment with the University or State of Maryland.
- Complete a Federal and Maryland State Tax Withholding Request (Form 766).

## **One month prior to retirement**

- Submit a formal letter of retirement to your department.

## **Medical Coverage for Retirees**

If you meet the age and service requirements when you retire, you and your eligible dependents may continue to receive medical benefits under the State's health plan. As a retiree, you are eligible for either partial or full subsidy of your State health benefits if you meet one of the following criteria:

- You have at least 16 years of State creditable service.
- You retired directly from State service with a State retirement allowance and with at least five years of State creditable service.
- You left State service (deferring your retirement allowance) with at least 10 years of State creditable service and within five years of normal retirement age (age 60 for the members of the Retirement System and age 62 for the members of the Pension System).
- You retired directly from State service with a disability retirement allowance.

A State employee or faculty member who retires with less than five years of creditable service is not eligible for participation in the State health plan, unless retiring directly from State service with a disability retirement benefit.

A retiree is not eligible for the Flexible Spending Account and the Personal Accidental Death and Dismemberment insurance.

After retirement, you are subject to the same open enrollment date as regular employees or faculty, or within 60 days of a qualifying event.

## **Dependent Eligibility**

The surviving spouse of a deceased retiree with health benefits is eligible to receive continued State health coverage provided the surviving spouse is receiving a monthly allowance under options 2,3,5,6. A surviving spouse can only cover dependents that are dependents of the original State retiree.

Plans offered for State retirees are:

- Medical Plan
- Prescription Drug Plan
- Dental Plan
- Term Life insurance (only available if you had life insurance at time of retirement)
- Long Term Care

## **Cost**

Retirees are eligible for subsidized health benefits, based on the years of State creditable service. If you have 16 years or more of State creditable service you receive the same subsidy provided to an active employee. If you have at least five years (but less than 16) years of State creditable service the subsidy will be prorated. You will be paying the uncovered portion of the prorated subsidy, in addition to the normal retiree's portion of the premium. The premiums are deducted from your monthly pension check.

## **Medicare Eligibility**

If you are 65 or older, or you have a disability entitling you to Medicare benefits, then you are eligible for Medicare. A retired State employee or a covered spouse who is 65 or older at retirement must enroll in Medicare parts A and B by applying to the local Social Security office within three months prior to retiring. The State health plans become supplemental to Medicare. Anyone covered under the State retiree's health plans that don't have Medicare Parts A and B when eligible will become responsible for approximately 80% of claims amounts that would have been paid by Medicare.

## **Life Insurance for Retirees and Dependents**

If you were enrolled as an employee in MetLife or UNUM, then you can continue your life insurance coverage after you retire. If you have MetLife, you need to enroll as a retiree on the health insurance enrollment worksheet. If you have UNUM, you must call them at 1-800-749-1792 and convert your plan to portable, direct pay coverage. Your dependents may keep the same coverage as long as you are covered.

## **Long Term Disability**

Long Term Disability with UNUM is not available to retirees.

## **Long Term Care**

If you had Long Term Care coverage as an employee, you may continue it as a retiree. You must call Prudential at 1-800-732-0416 and convert your coverage to direct pay as a retiree.

## **Tuition Remission**

Retirees of the University of Maryland are also eligible for tuition remission. For the purposes of acceptance of the tuition remission requests, a University System of Maryland retiree must be receiving a monthly State of Maryland retirement check and have earned at least five years of University System of Maryland service credit, inclusive of the former University of Maryland and Board of Trustees of State Universities and Colleges institutions. Retirees are eligible for tuition remission benefits equivalent to that of an active employee based on the retiree's FTE at the time of retirement. That is, if a retiree retired from full-time regular status, they will be eligible for tuition remission benefits equivalent to that of a full time regular employee. If an employee retires from a part time regular status position, they are eligible for tuition remission benefits equivalent to that of a part time regular employee. Spouse and dependent children of retirees are eligible for tuition remission benefits in accordance with the guidelines for that of spouse and dependents of regular status employees.

**Tuition remission is not available for St. Mary's College.**

## **Other Campus Privileges in Retirement**

### **Campus Parking**

Retirees that wish to obtain a campus parking permit should go directly to the Transportation Services Faculty/Staff Parking Office. Retirees are eligible for free parking in Lots K, P and Z or any of the overflow lots. For more information about parking, please call 301-314-7275.

### **Retiree ID card**

To obtain a retiree identification card, the retiree should request that their department create an Affiliate appointment in PHR. You may obtain a retiree ID card at the Office of the Registrar on the first floor of the Mitchell Building. Retirees may keep the same ID picture or receive a new ID picture.

The ID card allows retirees to:

- Join the Campus Recreation Center for a fee.
- Receive discounts at the campus bookstore.
- Use library privileges.
- Receive discounts to Clarice Smith School for Performing Arts if over age of 62.
- Use of the Wellness Center.
- Use of the shuttle.

## **Retiree Email**

For Non-exempt staff, the department from which they retire is the deciding authority regarding obtaining an email account.

If the sponsoring department does not run their own email system, they can sponsor the retiree for an OIT email account via the Affiliates module of PHR. For more information about sponsorship, retirees should contact their department. If the retiree is approved for OIT email, questions about email activation should be directed to the OIT Help Desk at (301) 405-1500.

## **The University of Maryland Retiree's Association (UMRA)**

UMRA was established for retired faculty and staff. The goal of the association is to provide ongoing access to university resources and social events. For more information, please call (301) 405-2469.

## **Osher Lifelong Learning Institute**

The institute presents three types of lifelong learning opportunities that address the interests, expertise experiences and commitments of Maryland and District of Columbia residents. There is a minimal lifetime membership fee. For more information, please contact the Osher Lifelong Learning Institute at (301) 314-2582.

## **Re-employment**

State law requires a minimum of 45 days break in service before you may be re-employed with any institution in the USM or a state agency. Please contact your Benefits Services Counselor if you have questions regarding re-employment.