



Rhode Island School of Design

Re: Important information regarding benefits as you transition from RISD

Below is important information regarding the transition of benefits you may have participated in during your employment with Rhode Island School of Design (RISD). Since several of the benefit rights and options described below are time sensitive, please carefully review this information and consult with Jill English, Director of Compensation and Benefits jengli01@risd.edu 401-454-6124 or Melanie Gomes, Benefits Partner mgomes01@risd.edu 401 454-6428 should you have any questions.

**the purpose of this summary is to provide a brief overview of the benefits that may have been available to you while employed at RISD. It is not, however, intended to create a contract between RISD and its employees with respect to benefits. In cases where discrepancies occur, the subscriber agreements, applicable RISD policy, or the collective bargaining agreement will prevail.*

Medical, Dental & Vision Insurance Coverage

If you are enrolled in RISD's group medical, group dental, and/or group vision plan(s), your coverage(s) will end as of the last day of the month in which you were employed. However, you and any qualified beneficiary may continue the coverage(s) under COBRA. You will receive a separate notice at your home address directly from RISD's COBRA Administrator, Voya. The COBRA package will explain your COBRA rights, election options, eligibility timeframes, and associated costs. Because you have 60 days from your termination date to elect COBRA coverage, if you do not receive the notice from Voya within 15 business days of that date, please contact Human Resources.

Flexible Spending Accounts*

If you are contributing to either the Health Care Reimbursement Account and/or the Dependent Day Care Reimbursement Account your pretax contributions will cease as of your termination date. You have up to 90 days from your date of termination to submit for reimbursement for any eligible services incurred up through your last date of employment. Funds remaining unclaimed in your account after the 90 day period will be forfeited as per IRS regulations.

**In certain circumstances an employee may elect to continue their Health Care Reimbursement Account contributions on an after-tax basis under COBRA. For more information on this option please contact Human Resources within 15 days of your date of termination.*

Health Savings Accounts

If you have a health savings account your BCBSRI debit card for your account will automatically be shut off and you will be issued a UMB VISA card, as your health savings account is portable and continue to use the money in your health savings account for qualified expenses. However, you will no longer be able to contribute money to your health savings account unless you are continuing your Low Premium/High Deductible Health Insurance plan through COBRA.

Basic Life Insurance

If you are enrolled in the basic life Insurance benefit The Standard, your group coverage will end the last day of active employment. However, you may elect to convert this coverage to an individual policy by submitting a completed Notice of Group Life Conversion Form directly to The Standard within 31 days of your date of termination. You may obtain a copy of the conversion form and applicable conversion rates by contacting The Standard at 1-800-378-4668, Ext. 6785.

Optional Life Insurances (Employee and Dependent)

If you are enrolled in an optional group life insurance benefit through The Standard, your optional group life insurance coverage will end on your last day of active employment. However, you may elect to convert this coverage to an individual policy. Additional information regarding your optional life insurance may be obtained by contacting The Standard directly at 1-800-378-4668, Ext. 6785.

Short-Term & Long-Term Disability Insurance

If you are enrolled in the group supplemental short-term disability and/or group supplemental long-term disability plan(s), your coverage in the plan(s) will end on your last day of active employment.

403(b) Retirement Plan

If you or RISD are contributing to a RISD 403(b) retirement account in your name, contributions will cease as of your last active day of employment. As a result of your termination of employment, you may:

- Elect to leave your funds in the RISD 403(b) Retirement Plan until the required mandatory distribution age; or
- Elect a rollover distribution; or
- Request a cash distribution.

Please note, rollover and cash distributions may be subject to your spouse's rights to survivor benefits and to the extent permitted by your funding vehicle. Also, if you choose a direct rollover to another qualified plan, your payment will not be taxed in the current year and no income taxes will be withheld. However, if you request a cash distribution, income taxes and penalties may be applied. For more information on your 403(b) Retirement Plan, please contact TIAA at 1-800-842-2776. For more information on the taxable nature of certain withdrawals, please consult a tax professional.

Please note, if during the course of your employment at RISD you or RISD had contributed to an account under Fidelity and you have not elected to rollover these previous contributions to the new open architecture platform, you may also need to contact Fidelity at 1-800-343-0860.

Vacation

When you separate employment from RISD, you will be paid for your accrued, unused vacation in your final paycheck. In the event that more vacation time has been used than has accrued, you will owe RISD for the additional time taken.

Sick and Personal Time

Accumulated sick time or personal time has no monetary value at the time of separation of employment.

Final Paycheck

In general, employees who separate from RISD will be paid any earned salary or wages during the next normal pay period in the same manner as pay is typically received, i.e. direct deposit or check. The final paycheck or deposit notification will be mailed to your address on record at the time of your separation.

Tuition Remission

When you separate from RISD your dependent child(ren) is/are no longer eligible for tuition remission benefits for future semesters, and you will be responsible for refunding a prorated share of the value of the tuition payment for the current semester as determined by RISD. In circumstances where an eligible employee retires or dies while employed by RISD, an eligible dependent will continue to receive the tuition benefit as long as he/she is currently enrolled at an accredited college or university at the time of death or retirement of the parent.

Educational Assistance

To be eligible for tuition reimbursement under this program evidence of satisfactory completion (grade report and paid receipts for the course) must be submitted to Human Resources prior to your last active day of employment. Classes completed following your last active day of employment are not eligible for reimbursement.

Continuing Education

Your eligibility for benefits in RISD's Continuing Education programs cease with your last active day of employment. If, at the time of your separation from RISD you or your eligible dependents are currently enrolled in a CE offering, you or your dependent must have attended at least one class prior to or on your last active day of employment to participate at the employee rate. You are responsible for contacting the Continuing Education office to inform them about the change in your employment status.

Computer Loan

If you have a computer loan at the time of your separation from RISD, the full amount of any remaining balance is immediately due and will be deducted from your next and/or final paycheck. If next and/or your final pay is insufficient to cover the remaining balance of your loan, you are required to pay RISD the difference within three business days of the payday. If no earnings are due to you in a final paycheck, the full amount of any remaining computer loan balance is due immediately. Contact the Payroll office at 1-401-454-6437 to obtain your outstanding computer loan balance.

RISD Credit Card

Any credit card issued to you during the course of your employment with RISD will be canceled at the time of your separation of employment. Your card must be returned to your supervisor at the time of separation along with an update of any recent card activity and receipts for the expenditures.

RISD Tools and Equipment

During the course of your employment, RISD issued to you tools and equipment to enable you to perform the functions of your job. As you transition from RISD, you must arrange for the return of all RISD property to your supervisor including, but not limited to: keys, RISD ID card, library materials, cell phone, laptop, memory stick, Blackberry, and uniforms.

To Learn More About	Contact	Phone	Website/Email
Benefits at RISD	Jill English Melanie Gomes	401.454-6124 401.454.6428	jengli01@risd.edu mgomes01@risd.edu
Dental Insurance	Delta Dental of Rhode Island	800.843.3582	http://www.deltadentalri.com
Medical Insurance	Blue Cross Blue Shield of Rhode Island	401.459.5000	https://www.bcbsri.com
Pharmacy Coverage	CVS Caremark	1.800.237.2767	https://caremark.com
COBRA	Voya	1.833.232.4673	https://www.voya.com
Health Savings Account	London Health UMB Bank	401.435.4700 option 3 1.866.520.4472	www.londonhealthusa.com
Retirement 403(b) Providers	TIAA-CREF	800.842.2776	http://www.tiaa-cref.org
	Fidelity	800.343.0860	https://www.fidelity.com
Computer Loans	Payroll Office	401.454.6437	pstraube@risd.edu cdriscoll@risd.edu
Life Insurance	The Standard	1-800-378-4668, Ext. 6785	
RISD Payroll	Patricia Straube Cynthia Driscoll	401.454.6437 401.454.6455	pstraube@risd.edu cdriscoll@risd.edu
Vision Insurance	Davis Vision	800.999.5431	https://idoc.davisvision.com