



State of Vermont
Department of Human Resources
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Agency of Administration

FACT SHEET FOR DEPARTING EXEMPT EMPLOYEES

The purpose of this document is to provide information to departing exempt employees and appointees regarding continuation and/or cessation of the benefits associated with State employment and other pertinent off-boarding information.

Compensation:

Final Paycheck

An employee's last pay day will be one pay period following his or her last pay period of work. For example, employees concluding work upon the inauguration of the next governor (January 5th, 2017), will receive their last paycheck January 19th, 2017.

For more information:

VTHR Operations, DHR | Humanresources.vermont.gov/payroll | 828-6700

Benefits:

Accrued leave

Most exempt employees do not participate in a leave plan, and therefore have not accrued leave during his or her exempt service.

If you are an Attorney participating in the Assistant Attorney General ("AAG") Leave Plan, you may be entitled to compensation for up to 160 hours of your accrued and unused annual leave, and any accrued and unused compensatory time upon separation from office. Accrued and unused sick and personal leaves are not compensable upon separation from office. If you are an exempt employee participating in a different leave plan, please contact your agency or department's designated HR Manager to review any entitlement you may have.

Flexible Spending Accounts (FSA)

While participation in both the health and dependent care FSAs will end at the end of the last pay period in which an FSA deduction is taken, claims that have an incurred date prior to this final deduction can be submitted for reimbursement through March 31st of the year following the final deduction.

Medical and Dental Coverage

In most circumstances, when an employee leaves State service, medical and dental coverage ends at midnight at the end of the pay period in which the employee's termination occurs. Either or both coverages may be continued by enrolling in COBRA, which allows employees to continue in their group plan for a period of up to eighteen (18) months by paying 102% of the full premium. COBRA applications are sent to employees by the Department of Human Resources. COBRA is retroactive to the coverage end date whether or not a COBRA application has been completed, though enrollment in COBRA must be done within sixty (60) days of the termination of coverage.

Life Insurance

If you participate in the State's life insurance benefit, the Group Life Insurance ends at the end of the pay period in which the employee's termination occurs. The Group Life Insurance may be converted to an individual policy within thirty-one (31) days following termination of coverage. For more information regarding this conversion process, participants can contact program administrator Minnesota Life directly at 1-866-293-6047.

Long Term Disability

The Long Term Disability benefit ends at midnight on the last day of the pay period in which the employee's termination occurs.

Deferred Compensation

Participation in the Deferred Compensation benefit ends at the end of the last pay period in which a deferred compensation deduction is taken. For information on how to handle the account after terminating State service, participants can contact either Kay Kuzmik at (802) 229-2391 or Chip Sanville at (802) 626-4412 at Empower Retirement.

For more information:

Employee Benefits Unit, DHR | humanresources.vermont.gov/benefits-wellness | 828-6700

Executive Code of Ethics

The Code of Ethics requires that for one year after leaving an appointed position, an Appointee shall not, for pecuniary gain, be an advocate for any private entity before any public body or before the state legislature or its committees, regarding any matter (i) in which the State is a party or has a direct and substantial interest; and (ii) in which the Appointee had participated personally and substantively while in state employ. This prohibition applies to any matter the appointee directly handled, supervised or managed, or gave substantial input, advice or comment, or benefited from, either through discussing, attending meetings on, or reviewing materials prepared regarding the matter.

For more information:

Sarah London, Governor's Office | 828-3333

Right to Return to Classified Service

Some exempt employees may have a right to return to Classified service, pursuant to 3 V.S.A. § 220 and the collective bargaining agreements. If you believe you are entitled to a return to Classified service, please contact your HR Manager immediately upon notice of separation from your exempt position, in order to preserve your rights.

For more information:

Contact your HR Field Administrator. Visit the below website to find your Field Administrator:

<http://humanresources.vermont.gov/about-us/contact/hr-field-representative-locator>