



## **BENEFITS TERMINATION PROCEDURE (BEN-P002)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for terminating benefits.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Benefits Associate

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Assistant Human Resources Director

### **4.0 DEFINITIONS:**

- 4.1 Consolidated Omnibus Budget Reconciliation Act (COBRA): The offer of continuation of health insurance coverage for 18 months to an employee that has terminated. The employee pays for this coverage.
- 4.2 Vested Employee: An employee who has five years of credit with Tennessee Consolidated Retirement System (TCRS).

### **5.0 PROCEDURE:**

- 5.1 The decision to terminate employment is made by the employee or the employer.
- 5.2 Human Resources (HR) In-processing staff sends memo's and the monthly Personnel Action Report to the HR Benefits Office to notify them of all employees who have been hired, transferred, resigned, terminated, retired or approved for a leave of absence.
- 5.3 All terminations of employees with insurance benefits, excluding retirees, will result in the following:
  - 5.3.1 HR Benefits Office notifies insurance companies in writing, via email or on monthly bill to terminate insurance coverage.
  - 5.3.2 HR Benefits Office notifies the COBRA administration office in writing of CMCSS staff terminating their employment and the effective date.
  - 5.3.3 BCBS COBRA administration office completes Federal notification requirements on CMCSS's behalf, offering terminated employees health and dental insurance coverage under COBRA.
  - 5.3.4 Ending deduction dates are entered into MUNIS deduction screen by Benefits Staff based on last coverage date.
- 5.4 Vested employees terminating due to retirement meet with the HR Benefits Office for assistance in completing the application process for retirement benefits (TCRS) and Blue Cross/Blue Shield health and dental insurance enrollment, if desired.
  - 5.4.1 HR Benefits Office notifies insurance companies in writing to terminate insurance coverage at the election of the retiree.



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### **6.0 ASSOCIATED DOCUMENTS:**

6.1 Personnel Action Report

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Letter to Insurance Co.	Benefits Office	Indefinitely	N/A	Secured Office

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/07/03		Initial Release
2/20/03	A	Clarify scope
11/30/06	B	Update scope to reflect any termination of benefits, change approval authority, update flowchart

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\*\*\* End of procedure \*\*\***

