

***LAFAYETTE COLLEGE***

***PLANNING FOR YOUR RETIREMENT***  
***And***  
***UNDERSTANDING YOUR BENEFITS***

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## ***INTRODUCTION***

This brochure provides an overview of the retirement preparation process and a summary of the retiree benefits and privileges provided by Lafayette College.

During this process, you may have some additional questions about your benefits or questions about other retirement related issues. The Office of Human Resource is available to assist you. Please feel free to call us at (610) 330-5060. ***You can also find a list of helpful contacts on page 13 of this brochure.***

It is recommended that non-faculty staff members give at least two months notice to the College prior to your retirement. Pursuant to the Faculty Handbook, faculty members must give one year notice prior to their retirement date. This notice should be submitted to your department head or dean and also to the Office of Human Resources. Several steps included in the retirement process are time sensitive. These include, but are not limited to, notice to the Social Security Administration, life insurance conversion, and retirement plan distribution requests. Special attention should be paid to these areas, which require advanced notification prior to the processing of certain benefits.

## ***ELIGIBILITY***

A “retiree” is defined as: Any employee (with at least .75 FTE status) who has worked at the College for ten years in a continuous, full-time capacity and has reached the age of 55, who voluntarily ends employment with the College in good standing.

Although the classification of “retiree” is determined by the above conditions, eligibility for “retiree medical benefits” is further contingent on the employee’s having been hired **prior to July 1, 1996**. (See further details on page 7.)

## ***FINANCIAL PREPARATION***

Determining your retirement income and retirement expenses is an important “first step” in retirement planning.

**Both TIAA-CREF and Fidelity Investments offer ways to determine your financial preparedness prior to your decision to retire. Retirement income illustrations and retirement savings tools are available by contacting TIAA-CREF and Fidelity Investments directly or by accessing these features from their associated websites.**

[www.tiaa-cref.org](http://www.tiaa-cref.org)

[www.fidelity.com](http://www.fidelity.com)

### **Your Retirement Plan**

Under the Lafayette College Retirement Plan, any person who has a “severance or termination of employment” may take any of the following actions:

1. Keep accumulations in the plan
2. Request a distribution from the plan
3. Request a rollover to another plan or financial vehicle

Various distribution options exist within TIAA-CREF and Fidelity. These options include: traditional or variable annuity, transfer payout annuity, interest only, systematic withdrawals, lump sum, and minimum distribution. (Availability may depend on the investment company rules or funds selected.)

Approximately three months prior to when you wish to begin receiving retirement income, you should contact TIAA-CREF or Fidelity Investments in order to request the appropriate retirement income distribution forms. Upon the completion of the income distribution forms, a representative from Human Resources must certify the date of termination/retirement. The completed forms should be mailed to TIAA-CREF or Fidelity Investments 60 days in advance of when the initial income payment is expected. Note: The retirement income start date may only occur after all final contributions have been made to the Lafayette College retirement account by both the employee and the College.

## **Social Security**

Retirees who wish to begin receiving Social Security retirement income benefits should notify the local Social Security office three months prior to the expected begin date. You may also apply for these benefits on-line at [www.ssa.gov](http://www.ssa.gov). While normal retirement (also known as full retirement age) varies from age 65 to age 67 depending on your year of birth, you are eligible to receive reduced benefits as early as age 62. Benefits taken after a person's normal retirement date increases the monthly benefit. In any case, Social Security retirement income must begin no later than age 70. (A Social Security booklet is available from the Office of Human Resources for your reference.)

## ***RETIREE MEDICAL INSURANCE***

### **Eligibility for Retiree Medical Benefits**

In order to be eligible for the College's retiree medical benefits, the following criteria must be met:

Qualified retired employees are eligible to continue medical coverage under the College retiree medical insurance plan. For this purpose, the term "qualified retired employee" shall mean an employee who

- is formally retired (voluntarily resigned from employment in good standing) and is at least age 55 in accordance with the retirement policies of the College, and
- was employed by the College prior to July 1, 1996, and
- was employed by the College on a full-time basis for a period of not less than 10 consecutive years at the time of such retirement.

The spouse, domestic partner, and dependents of an eligible retiree are also eligible for retiree medical coverage. However, any spouse, domestic partner, or dependents acquired by a retiree after retirement from the College, by marriage, civil union, birth, or adoption are not eligible for coverage.

Upon the death of a qualified retiree, the surviving spouse, domestic partner, and dependents continue to remain eligible for retiree medical coverage as long as the surviving spouse does not remarry, the surviving domestic partner does not enter into a new domestic partner union or marry, and the surviving dependent continues to meet the definition of dependent.

Retired employees and eligible spouses, domestic partners, and dependents may defer their enrollment in the retiree medical plan until a later time. This typically occurs when the retiree is covered under a spouse's medical plan because of the continued employment of the spouse. The retiree medical coverage eventually offered, in this case, will be identical to that coverage offered to other qualified retirees at such time.

## **Plan Options**

### **Pre-65 Retirees (Those not eligible for Medicare coverage)**

Qualified retired employees (and their qualified dependents) who are less than 65 years of age may enroll in any of the medical plans offered to active employees. Currently these include Highmark Blue Shield Low Deductible PPO and Highmark Blue Shield Standard PPO. These have the same plan designs as those provided to active employees. The College will bill the retiree on a quarterly basis for the premiums due. The premium is based on the same rates as applied to active employees.

The Low and Standard Deductible plans are Preferred-Provider Organizations (PPOs). By choosing between the Low or Standard plans, you enjoy the freedom to make your own health care decisions while gaining the care convenience of Highmark Blue Shield network locally and a Blue Cross/Blue Shield network-based program out of the local area.

These plans do not require you or your dependents to select a Primary Care Physician. You will receive a higher level of benefits when you receive your care from network providers. You also have the ability to receive care from out-of-network providers, but you will share more financial and paperwork responsibilities.

### **Post-65 Retirees (Those eligible for Medicare coverage)**

**Note:** It is required that all retirees age 65 and over have both Part “A” and Part “B” of Medicare coverage in order to be covered under the Lafayette “Post-65” retiree medical plan. The local Social Security office should be notified **three months** prior to your retirement to obtain Part “B” coverage. There is no cost for Part A coverage. Medicare will deduct the premium for Part B coverage directly from your monthly Social Security check.

Retired employees (and their qualified dependents) who are age 65 or over, or otherwise eligible for Medicare, may enroll in the following plan, or choose Premium Reimbursement as described below:

#### a. Highmark FreedomBlue PPO

Freedom Blue PPO is a Medicare Advantage Preferred –Provider Organization (PPO) plan which offers comprehensive benefits and the freedom to use the medical provider of your choice, both inside and outside the network, without referrals. You will receive a higher level of benefits when you receive your care from network providers. You also

have the ability to receive care from out-of-network providers, but you will share more financial and paperwork responsibilities.

Freedom Blue coverage replaces all Medicare coverage (both Part A and Part B). You will, however, still have to continue to pay your Medicare Part B premiums. The retiree and the spouse, or domestic partner, are enrolled separately. The College provides a premium “allowance” based upon what the College pays towards active single PPO coverage. The retiree is responsible for any premium in excess of the allowance, and will be billed on a quarterly basis by the College.

**b. Premium Reimbursement**

Under this option, retirees may select other medical coverage outside of the College offerings. The retiree submits a receipt to the College reflecting the amount of premium paid for their outside coverage. Reimbursement is then made directly to the retiree by the College. The amount of the reimbursement from the College can vary from year to year based upon the full cost of the plan.

## ***DENTAL BENEFITS***

Dental coverage under the College's dental plan is available to retired employees and their dependents on the same basis as active employees. Plan design features are identical to those offered to active employees. Retired employees enrolled in the dental plan are required to pay the full premium for the coverage.

## ***VISION BENEFITS***

Vision benefits under the College's voluntary vision discount program are available to retired employees and their dependents on the same basis as active employees. Plan design features are identical to those offered to active employees. Retired employees enrolled in the vision plan are required to pay the full premium for the coverage (\$6.60 per year). Note: *Freedom Blue PPO* offers coverage for annual vision exams and routine eye wear.

## ***GROUP LIFE INSURANCE***

All Group Life Insurance coverage through the College ceases on the last day of active employment prior to retirement. Upon retirement, some or all of your existing group life insurance coverage may be converted into an "individual whole-life" policy. Life Insurance conversion forms are provided to retirees at the time of their retirement. After electing life insurance conversion, you will be billed directly by the life insurance company for a premium based on age-banded rates. There is no additional medical underwriting required at the time of conversion.

Additional information and a "Life Insurance Conversion Form" will be sent to you following your formal written notice of retirement to the College.

## ***TUITION BENEFITS***

Retired employees and their eligible spouses, or domestic partners, may enroll in a Lafayette College course without payment of tuition. This privilege is available on the condition that the enrollment of the retiree, spouse, or domestic partner does not prevent the registration of a regular student in the same course.

## ***IDENTIFICATION CARD***

Retired employees may retain their Lafayette College identification cards upon retirement, or apply for a new “retiree card”. The card must be presented to allow for the use of on-campus services and facilities. These include:

- Use of the College library
- Attendance at athletic events
- Cultural events program
- Use of athletic and recreational facilities

## ***FACULTY DINING ROOM***

Retired employees may use the faculty dining room and may arrange for the use of other College meeting and dining facilities under the same guidelines as active employees.

## ***PARKING STICKERS***

Specific to Emeriti Faculty, parking stickers may be issued upon request.

## ***PUBLICATIONS MAILED TO RETIRED EMPLOYEES***

- Lafayette Magazine
- Williams Center for the Arts  
Spot Lights and Season Brochures (upon request)
- Athletic Ticket Information (upon request)

## *Associated Retirees of Lafayette (AROL)*

Participation in a network of Lafayette retirees is encouraged. Please contact the following AROL references for further information.

Barry McCarty  
Email: [mccartyb@lafayette.edu](mailto:mccartyb@lafayette.edu)

Regular Mail:  
Associated Retirees of Lafayette (AROL)  
Box 9477  
Lafayette College  
Easton, PA 18042

You are encouraged to provide your address, phone number, and email address to AROL in order to stay connected with other retirees and for retiree-related information and announcements.

### ***ADDITIONAL INFORMATION FOR RETIRED FACULTY MEMBERS AND ADMINISTRATORS***

Retired faculty members and administrators are encouraged to participate in the annual Commencement Exercises.

Retired emeriti faculty members and emeriti administrators are normally included in the Lafayette College Telephone and Email Directory.

## ***TELEPHONE NUMBERS AND WEBSITES***

	<b><u>Telephone</u></b>	<b><u>Website</u></b>
<b><u>RETIREMENT PLAN</u></b>		
<b>TIAA-CREF</b>	<b>1-800-842-2776</b>	<a href="http://www.tiaa-cref.org">www.tiaa-cref.org</a>
<b>Fidelity Investments</b>	<b>1-800-544-6666</b>	<a href="http://www.fidelity.com">www.fidelity.com</a>
<b><u>HEALTH INSURANCE</u></b>		
<b>Medicare</b>	<b>1-800-MEDICARE (1-800-633-4227)</b>	<a href="http://www.medicare.gov">www.medicare.gov</a>
<b>Highmark Blue Shield</b>	<b>1-800-345-3806</b>	<a href="http://www.highmarkblueshield.com">www.highmarkblueshield.com</a>
<b>Blue Cross Dental</b>	<b>1-800-962-2242</b>	<a href="http://www.capbluecross.com">www.capbluecross.com</a>
<b>Highmark Blue Shield FreedomBlue PPO</b>	<b>1-866-306-1061</b>	<a href="http://www.highmarkblueshield.com">www.highmarkblueshield.com</a>
<b><u>MISCELLANEOUS</u></b>		
<b>Social Security Administration Easton Social Security Office 134 S. Fourth Street Easton, PA 18042</b>	<b>1-800-772-1213 1-866-964-5056</b>	<a href="http://www.ssa.gov">www.ssa.gov</a>
<b>Lafayette College Office of Human Resources</b>	<b>(610) 330-5060</b>	<a href="http://www.lafayette.edu">www.lafayette.edu</a> <b>(Click “Campus” or “Quick Links,” then “Human Resources”)</b>

## **GENERAL NOTICE**

*If there is any conflict or inconsistency between the material in this brochure, the booklets, certificates and other descriptive material and the contracts and agreements constituting the official written plan document, or with respect to any provision not discussed in the descriptive materials, the legal documents constituting the official plan document shall control.*

*The College's Board of Trustees reserves the right to amend or modify the Benefits Program at any time and for any reason, with respect to both current and former employees (including retirees) and their dependents. Such changes may include, but are not limited to, the right to (1) change or eliminate benefits (including benefits for retirees), (2) increase or decrease participant contributions, (3) increase or decrease deductibles and/or copayments, and (4) change the class(es) of participants and/or dependents covered by the Program. The College also reserves the right to terminate the Benefits Program, or any portion of the Benefits Program, at any time and for any reason by or pursuant to a written instrument executed by the College. No amendment, termination or partial termination of the Program will affect claims incurred for which items or services have been provided prior to the date of amendment, termination or partial termination.*