



# 2016 Retirement Guide

for BSA Employees

## **A GUIDE TO PLANNING YOUR RETIREMENT**

Planning for your retirement can be challenging. This guide will provide information on items to consider as you plan for retirement and various sources of information to assist you.

Planning for retirement should include a review of your assets and expenses. Review your net worth (cash, bank accounts, stocks, bonds, etc.). Evaluate your current expenses (mortgage, charge cards, taxes, etc.). Consider your current spending practices, and estimate those you expect for the future. If you are considering moving to a different home or to a different state, how do you expect that to affect your expenses?

Review your various insurances (medical, dental, disability, life, homeowners, etc.) to determine if you have adequate protection.

Consider other potential sources of income and benefits (Social Security, Medicare, retirement benefits, personal savings, etc.). You should determine how much income these sources will provide at retirement. Also consider any part-time employment in which you may engage. To obtain an estimate of your Social Security benefit, you can go online at [www.ssa.gov](http://www.ssa.gov) or call the Social Security Office at (800) 772-1213. To determine if you are eligible for Medicare benefits, you can also go online at [www.medicare.gov](http://www.medicare.gov) or call Medicare directly at (800) MEDICARE, (800-633-4227).

Consider legal matters such as a will and healthcare documents (durable power of attorney, living will, do-not-resuscitate order, etc.).

It is important to keep all of this information in a safe place that is accessible to a family member or friend in the case of an emergency. See pages 11 through 17 where we have provided a Personal Information Organizer you can use to track your financial information and other important documents. It can also be used to record information that may be helpful to others if they need to assist you or if they are handling your affairs.

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## **THE RETIREMENT PROCESS AT BROOKHAVEN SCIENCE ASSOCIATES (BSA)**

People are living longer than ever before, and in many cases, this may mean spending more years in retirement. It is important to consider not just retirement income, but items such as healthcare, what you will do in retirement, where you will live, etc. Since these are all important for you, we suggest several steps you should take at BSA before you actually decide to retire. (Please note that if you are separating employment from the Laboratory as part of a reduction-in-force, alternate information may apply.)

### **REVIEW OF BSA RETIREMENT PLAN AND 401(K) PLAN BENEFITS**

Consider meeting with a licensed financial counselor from TIAA-CREF to review your BSA Retirement Plan and/or 401(k) Plan benefits. There is no charge to you for this financial planning service. With the assistance of the counselor, you can estimate if your retirement benefits, plus any other sources of income, will provide you with sufficient income in retirement. You should discuss the various types of income options that may be available to you (cash withdrawal, interest only, minimum distribution option, annuity, etc.) and options that can provide for a continuation of payments to a beneficiary in the case of your death.

To schedule an appointment with a TIAA-CREF representative, call (800) 732-8353 or go online at [www.tiaa-cref.org/schedulenow](http://www.tiaa-cref.org/schedulenow) and click on At Your Workplace and follow the instructions on the screen.

### **REVIEW OF OTHER BSA BENEFITS**

Schedule a meeting with one of the representatives from BSA's Benefits Office to discuss the benefit programs. The Benefits Office can be reached at (631) 344-5126 or (631) 344-2877. It is important to understand which benefits can be continued into retirement and which cannot be continued. Discuss the cost of those benefits that will be available to you in retirement. Consider that such costs may increase and such plans may be modified or eliminated in the future.

Pages 4 through 5 contain information on what happens with each of the BSA benefit programs when you separate from employment with BSA.

## **MEDICAL INSURANCE**

If you are enrolled in the Medical Plan, benefits will cease on your last day of employment with BSA. If an employee is not enrolled in the Medical Plan his/her last day of employment, he/she cannot enroll in the Medical Plan for retiree medical benefits.

Employees who are participating in the Medical Plan and who terminate employment after attaining age 55 and have a combination of age and years of Continuous Service immediately prior to retirement (10 years minimum, or for employees hired prior to January 1, 2001, 5 years minimum) that total 70 years or more are eligible to participate in the Medical Plan for retirees with their eligible dependents. Also, employees who are participating in the Medical Plan and who terminate employment after completing 35 years of Continuous Service are eligible to participate in the Medical Plan for retirees with their eligible dependents. Continuous Service is defined in the Medical Plan.

If you do not meet the criteria above, there are other criteria through which you may be eligible for retiree medical benefits.

If you do not meet the criteria for eligibility for retiree medical benefits and are enrolled in the Medical Plan when you separate from employment, you may be eligible to continue your medical coverage through COBRA.

See pages 6 through 8 for additional information.

## **DENTAL INSURANCE**

If you are enrolled in the Dental Plan, benefits will cease on your last day of employment with BSA. Dental coverage is only available through COBRA. BSA does not offer retiree dental coverage.

See page 8 for additional information.

## **LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D) INSURANCE**

Coverage under this Plan ceases on the employee's effective date of separation of employment. Employees and their dependents may convert their life insurance, if any, to a private policy through Liberty Mutual by the later of (a) 31 days from the effective date of separation of employment or (b) 15 days from the date of the letter from Liberty Mutual. Liberty Mutual will contact participants by mail after the employee's effective date of separation of employment. Employees and their dependents may not convert their AD&D insurance, if any.

## **LONG TERM DISABILITY INSURANCE**

If you are enrolled in the Long Term Disability Plan, benefits will cease on your last day of employment with BSA. Such coverage cannot be converted to an individual/private policy.

## **FLEXIBLE SPENDING ACCOUNTS**

If you are enrolled in a flexible spending account (FSA), coverage will cease on your last day of employment with BSA. Only those covered expenses incurred through your last day of employment are eligible for reimbursement. Coverage under the healthcare FSA may be continued for a limited period on an after-tax basis if you elect to continue contributions. Continuation of coverage is not available for the dependent day care or transit commuter FSAs.

**RETIREMENT PLAN**

If you are enrolled in the Retirement Plan, contributions will cease on your last day of employment with BSA. Retirement contributions will not be made on any severance pay or unused accrued vacation pay.

Employees who were participants in the Retirement Plan before January 1, 2007 are 100% vested in their account. For employees who became participants on or after January 1, 2007, accounts vest according to Years of Service under the following schedule:

<b>Years of Service</b>	<b>Percentage Vested</b>
Less than 2	0%
2 but less than 3	25%
3 but less than 4	50%
4 but less than 5	75%
5 or more	100%

Distributions are based on the terms of the Retirement Plan.

**401(k) PLAN**

Contributions to the 401(k) Plan cease on your last day of employment with BSA. 401(k) contributions will not be made on your severance pay or your unused accrued vacation as of your last day of employment.

Participants are fully vested in their contributions to the Plan. Participants may elect distributions from their 401(k) Plan based on the terms of the Plan.

After your last day of employment, TIAA-CREF will provide information to participants who have 401(k) Plan loans outstanding so that they can repay the loan, thereby avoiding taxes and penalties. If a participant chooses not to repay the loan, it will be considered to be "in default" and the unpaid balance will be deemed a taxable distribution.

**VACATION PAY**

Accrued vacation that is unused as of your last day of employment with BSA will be paid to you.

**VACATION BUY PLAN**

If you are enrolled in the Vacation Buy Plan, benefits will cease on your last day of employment with BSA. Your final paycheck will be adjusted for:

- Hours purchased but not used. You will be reimbursed for these in your final paycheck based on the rate at which they were purchased and the applicable tax.
- Hours purchased and used but not yet paid for. These will be deducted from your final paycheck based on the rate at which they were purchased.

**SICK LEAVE**

Sick leave benefits are not payable upon separation of employment.

## WHAT YOU NEED TO DO WHEN YOU HAVE DECIDED TO RETIRE

### NOTIFICATION TO BSA

Once you have decided on a specific retirement date, you need to inform your manager and provide him/ her written notice of your intent to retire, including the actual retirement date. In order to have a smooth transition of your benefits into retirement, it is preferable to provide one month's notice prior to retiring. This will also allow your department to have sufficient time to transition your work to another person. Your manager will then begin the electronic termination process which you will need to approve. During this process, you will confirm your last day of employment. The Benefits Office will receive this information as well.

### YOUR BSA BENEFITS

Your benefits will terminate on your last day of employment with BSA.

### MEDICAL PLAN

Benefits continuation will be in accordance with COBRA and the BSA Medical Plan. If you [and any of your eligible family members – spouse and/or child(ren)] are enrolled in the BSA Medical Plan as of your last day of employment with BSA and you are eligible for retiree medical benefits, the following information applies.

1. There are different coverages available to you and your eligible family members based on each participant's eligibility for Medicare. See below for more information.

#### **For each participant who is not eligible for Medicare:**

The non-Medicare eligible participant(s) will be offered retiree medical coverage under the applicable Aetna program in which the person was enrolled on the last day of employment at BSA. The Aetna Plan 4 High Deductible Health Plan (HDHP) is not available to retirees. If an employee is enrolled in the HDHP and wants to continue medical coverage as a retiree, he/ she will be required to elect one of the three Aetna Plans (1-3). For more information contact the Benefits Office at (631) 344-5126 or (631) 344-2877.

Information, including an election form and the cost of coverage, will be provided by P&A Group (our billing company) within two weeks from the employee's last day of employment. If you do not receive information from P&A Group within 15 business days from your last day of employment, please call P&A Group at (800) 688-2611. If you choose to elect retiree medical coverage, the election form must be completed, signed, and returned to P&A Group by the deadline stated in the letter.

It is important that you include your first premium payment with the election form. Based on your election and payment, your retiree medical coverage will be made effective retroactive to your last day of employment. P&A Group will bill you on a monthly basis for your medical coverage, although alternate arrangements such as ACH withdrawals are available. You should consider scheduling medical appointments and prescription drug refills accordingly, as it may be a few weeks before your elected retiree medical coverage is in place.

When a participant who is currently not eligible for Medicare is approaching eligibility for Medicare, the participant will receive information from BSA and SelectQuote Senior on how to transition to the medical coverage available to Medicare-eligible participants. See next page for more information.

**For each participant who is eligible for Medicare:**

You and/or any family member who is on your BSA medical coverage and is eligible for Medicare, must sign up for Medicare Parts A and B. The Benefits Office will provide you with the information on what you need to do to get started, including how to enroll for Medicare Parts A and B (which is required by BSA for Medicare-eligible participants to obtain retiree medical coverage). The Benefits Office will also provide a completed Request For Employment Information form for each Medicare-eligible person. This form is needed to enroll in Medicare Part B. You should begin the Medicare Part B enrollment process as far in advance of your retirement date as possible.

Each Medicare-eligible participant will receive information from the BSA Benefits Office and be offered retiree medical coverage through a private exchange with SelectQuote Senior. You must contact SelectQuote Senior at (866) 479-8317 to enroll for your new medical coverage. Through this exchange, participants will have an opportunity to select from plans with various levels of coverage and premiums. Family members who are eligible for Medicare do not need to elect the same medical plan. SelectQuote Senior will assist participants in electing the healthcare plan for medical and prescription drug coverage that is best aligned with their needs for both coverage and cost. If you are Medicare-eligible and choose to elect retiree medical coverage, you must enroll through SelectQuote Senior.

You need to elect a medical program through SelectQuote Senior no later than the end of the month that coincides with your Medicare Part A and Part B effective date. You may also elect a prescription drug plan through SelectQuote Senior. However, you have no later than the end of the next month after your last day of employment with BSA to have your new medical coverage through SelectQuote Senior in place.

Until that date, your coverage can be continued under the applicable Aetna program in which you were enrolled on the effective date of your separation of employment. If, however, you are enrolled in Aetna Plan 4, the HDHP, on the effective date of your separation of employment, if you are eligible for retiree medical coverage, Plan 4 is not available to you in retirement. You must elect one of the three Aetna Plans (1-3). See below for additional information regarding such continuation of coverage.

In order to continue medical coverage you must complete an election form. Information regarding continuation of medical coverage, including the election form and the cost of continuing the Aetna coverage, will be provided by P&A Group (our billing company) within two weeks from your last day of employment. If you do not receive information from P&A Group within 15 business days from your last day of employment, please call P&A Group at (800) 688-2611. If you choose to elect retiree medical coverage, the election form must be completed, signed, and returned to P&A Group with the required payment by the deadline stated in the letter. You should consider scheduling medical appointments and prescription drug refills accordingly, as it may be a few weeks before your elected retiree medical coverage is in place.

It is important that you include your first premium payment for any applicable Aetna coverage with the election form. Based on your election and payment, your retiree medical coverage will be made effective retroactive to your last day of employment. P&A Group will bill you on a monthly basis for any applicable Aetna coverage, although alternate arrangements such as ACH withdrawals are available.

You cannot have a break between the applicable Aetna program and your coverage through SelectQuote Senior - unless you have suspended your coverage. See item 2 on the next page.

Once you are enrolled for coverage through SelectQuote Senior, you will pay your premiums directly to the medical insurance company with which you have enrolled for coverage. You will also pay your premiums directly to the prescription drug company, if you have elected such coverage. At that time, your Medical Plan premiums to P&A Group and your Aetna medical coverage will cease. Your required P&A payments for Medical Plan coverage must be paid in full to P&A Group before you can be eligible for coverage under BSA's retiree medical program through SelectQuote Senior - and the applicable Health Reimbursement Account contribution from BSA described below.

In 2016, BSA will make a monthly contribution of \$170 per Medicare-eligible participant to a Health Reimbursement Account (HRA) set up on your behalf. For example, if you and your spouse are both eligible for Medicare, the monthly HRA contribution will be  $\$170 \times 2 = \$340$ . This amount will be put into a joint HRA that will be set up for you to share. You will receive more information on the HRA from the Taben Group, the HRA administrator. You must enroll in a medical plan through SelectQuote Senior in order to be eligible for the HRA contribution. You do not have to enroll in a prescription drug plan through SelectQuote Senior to be eligible for the HRA contribution.

2. If you are eligible for retiree medical coverage, you may suspend the coverage through BSA (a) if and when you are subsequently employed elsewhere or (b) at the time you terminate employment if you have coverage available through your spouse's employer or (c) if and when you obtain coverage through your spouse's employer. Such coverage may only be reinstated during the applicable open enrollment period (effective January 1 of the following calendar year) or when a qualifying event occurs. If you want to suspend your coverage after the effective date of your separation of employment, indicate this on the P&A election form.

3. In lieu of retiree medical coverage, if you (or an eligible family member) are eligible for continued medical coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA), you may elect COBRA medical coverage – which is a continuation of your coverage under your current Medical Plan. You must pay the applicable COBRA premiums (102% of the full cost of the Plan). BSA does not subsidize the cost of COBRA medical coverage.

Information, including COBRA eligibility, an election form, and the cost of coverage, will be provided by P&A Group (our billing company) within two weeks from your last day of employment. If you do not receive information from P&A Group within 15 business days from your last day of employment, please call P&A Group at (800) 688-2611. The election form must be completed, signed, and returned to P&A Group by the deadline stated in the letter.

It is important that you include your first premium payment with the election form. Based on your election and payment, your medical coverage will be made effective retroactive to your last day of employment. P&A Group will bill you on a monthly basis for your medical coverage, although alternate arrangements such as ACH withdrawals are available.

You should consider scheduling medical appointments accordingly as it may be a few weeks before your elected medical coverage is in place.

## **DENTAL PLAN**

Benefits continuation will be in accordance with COBRA and the BSA Dental Plan. If you [and any of your eligible family members – spouse and/or child(ren)] are enrolled in the BSA Dental Plan as of your last day of employment with BSA, the following information applies.

If you (or an eligible family member) are eligible for continued dental coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA), you may elect COBRA dental coverage – which is a continuation of your coverage under your current Dental Plan. You must pay the applicable COBRA premiums (102% of the full cost of the Plan). BSA does not subsidize the cost of COBRA dental coverage.

Information, including COBRA eligibility, an election form, and the cost of coverage, will be provided by P&A Group (our billing company) within two weeks from your last day of employment. If you do not receive information from P&A Group within 15 business days from your last day of employment, please call P&A Group at (800) 688-2611. The election form must be completed, signed, and returned to P&A Group by the deadline stated in the letter.

It is important that you include your first premium payment with the election form. Based on your election and payment, your dental coverage will be made effective retroactive to your last day of employment. P&A Group will bill you on a monthly basis for your dental coverage, although alternate arrangements such as ACH withdrawals are available.

You should consider scheduling dental appointments accordingly as it may be a few weeks before your elected dental coverage is in place.

## **BSA RETIREMENT PLAN AND 401(k) PLAN**

If you want to begin receiving retirement benefits at the time you retire, you will need to contact TIAA-CREF at (800) 842-2776 and advise them of the date and the type of income option you want to initiate. You may want to schedule another meeting with a licensed financial counselor from TIAA-CREF to assist you with this process. To schedule a meeting, contact TIAA-CREF at (800) 732-8353. TIAA-CREF will provide you with the forms you will need to complete. If you are married, the forms may also require your spouse's notarized signature. Most of these forms also require the employer's signature, which is the signature of a representative from the Benefits Office. The Benefits Office will only sign the forms after your last day of employment and after all other sections have been completed and all other signatures have been obtained. Contact the Benefits Office at (631) 344-7516 to schedule an appointment to obtain the required signature(s), or if you prefer, you can mail the completed forms to: Brookhaven National Laboratory, Building 400B, Attn: Benefits Office, P.O. Box 5000, Upton, NY 11973.

## **BSA CHECK-OUT PROCESS**

During the weeks prior to your last day of employment, you will be advised of the check-out process by your manager. You should review with your manager:

- Any work that needs to be reassigned,
- The return of uniforms, tools, keys, lab-issued cell phone, calling card, and credit card, and
- The submission of your timecard to Payroll.

You should also contact the Occupational Medicine Clinic at (631) 344-3670 to schedule an exit physical.

In addition, other check-out points in the process may be required if you have a security clearance, if you hold a patent, if you work with nuclear materials, or if you have Library materials. Your manager will advise you accordingly.

On your last day of employment (and after you have completed all of the applicable items indicated above), you must go to Human Resources in Building 400. You will hand in your ID card and they will review your check-out process for completion. You can then go to the Badging Office (Bldg. 400) to get your retiree ID, and Payroll (Bldg. 400) to get your final paycheck.

**At this point, you will have completed all of the steps needed to retire from BSA. If you have any questions, you may contact the Benefits Office at (631) 344-5126, (631) 344-2877 or (800) 353- 5321. Best wishes for a wonderful retirement!**

## **PERSONAL INFORMATION ORGANIZER**

## PERSONAL INFORMATION ORGANIZER

This Organizer can help you and your family can use to track your financial information and other important documents. It also provides information that may be helpful to others if they need to assist you or if they are handling your affairs in the case of your death. You should review this information on an annual basis to keep all items current. Also remember to keep your beneficiary information up-to-date for your various policies, including life insurance and retirement benefits.

### FINANCES

#### BANK ACCOUNTS

Type of Account (checking, savings, other)	
Bank Name	
Address	
Phone Number	
Account Number	
If held jointly, indicate joint account holder's name	
Type of Account (checking, savings, other)	
Bank Name	
Address	
Phone Number	
Account Number	
If held jointly, indicate joint account holder's name	
Type of Account (checking, savings, other)	
Bank Name	
Address	
Phone Number	
Account Number	
If held jointly, indicate joint account holder's name	
Type of Account (checking, savings, other)	
Bank Name	
Address	
Phone Number	
Account Number	
If held jointly, indicate joint account holder's name	

**MUTUAL FUNDS**

Name of Company and Fund	
Address	
Phone Number	
Account Number	
Name of Company and Fund	
Address	
Phone Number	
Account Number	
Name of Company and Fund	
Address	
Phone Number	
Account Number	

**BROKERAGE ACCOUNTS**

Name of Broker and Brokerage Firm	
Address	
Phone Number	
Account Number	
Name of Broker and Brokerage Firm	
Address	
Phone Number	
Account Number	

**CUSTODIAL ACCOUNTS AND/OR TRUSTS**

Name of person for whom account is established	
Account/Trust Type	
Where Invested	
Custodian/Trustee	
Address	
Phone Number	
Name of person for whom account is established	
Account/Trust Type	
Where Invested	
Custodian/Trustee	
Address	
Phone Number	

## RETIREMENT

### RETIREMENT/PENSION BENEFITS/ANNUITIES

Company Name	
Address	
Phone Number	
Account/Contract Number	
Beneficiary(ies)	

Company Name	
Address	
Phone Number	
Account/Contract Number	
Beneficiary(ies)	

Company Name	
Address	
Phone Number	
Account/Contract Number	
Beneficiary(ies)	

Company Name	
Address	
Phone Number	
Account/Contract Number	
Beneficiary(ies)	

## INSURANCE

### LIFE INSURANCE AND/OR ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE

Type of Insurance	
Type of coverage	
Amount of Coverage (\$)	
Company	
Policy Number	
Agent (if applicable)	
Phone Number	
Beneficiary(ies)	

Type of Insurance	
Type of coverage	
Amount of Coverage (\$)	
Company	
Policy Number	
Agent (if applicable)	
Phone Number	
Beneficiary(ies)	

**HEALTH INSURANCE (Medical, Dental, and/or Long Term Care)**

Type of Insurance	
Insurance Company	
Policy Number	
Phone Number	
Type of Insurance	
Insurance Company	
Policy Number	
Phone Number	
Type of Insurance	
Insurance Company	
Policy Number	
Phone Number	
Type of Insurance	
Insurance Company	
Policy Number	
Phone Number	

**HOMEOWNER'S/RENTER'S INSURANCE (including umbrella policy)**

Insurance Company	
Policy Number	
Agent	
Phone Number	
Insurance Company	
Policy Number	
Agent	
Phone Number	

**AUTO INSURANCE**

Insurance Company	
Policy Number	
Agent	
Phone Number	
Insurance Company	
Policy Number	
Agent	
Phone Number	

**The information contained in this Guide is intended to provide only a summary of BSA's benefits program. Nothing contained herein should be construed as a promise of employment or continued employment, or to constitute contractual obligations. If questions arise, official plan documents and insurance agreements are controlling and govern final determination of benefits consistent with applicable laws and regulations.**

**BSA maintains the right to amend or terminate the benefit plans/programs at any time and for any reason.**

1/1/2016