



2025 Separation of Employment Information for Employees

We wish you well as you leave Augsburg University. This letter will provide general information regarding details regarding your separation of employment from Augsburg University.

CONTINUATION OF BENEFITS

Under the Consolidated Omnibus Reconciliation Act (COBRA), separated employees have the right to continue certain benefits coverage offered through the Employer group plan at their own expense for a period of 18-36 months, depending on your circumstances. Augsburg University uses the firm Chard Snyder to manage our COBRA administration. You will receive packet of information directly from them about continuation of coverage options available to you. Please follow the instructions you receive with that packet to either accept or decline continuation of coverage. Please contact Chard Snyder at 888.993.4646 or visit their website at <https://www.chard-snyder.com/about/contact/> for questions related to continuation of coverage.

MEDICAL COVERAGE

Your health care plan through Augsburg University and administered by Medica will continue through the **last day of the month** in which you are actively working. Faculty and staff who work partial year-appointments will have their benefits terminated according to the following schedule:

Appointment	Benefits End Date
9-month	May 31
10-month	June 30
11-month	July 31

Under COBRA, you have the right to continue your current coverage at your own expense under the Augsburg University group plan until you are either covered by another group plan, covered through Medicare, or for a period of 18-36 months, depending on circumstances.

Low Deductible Plan

Your Monthly Cost for COBRA		
Network	Passport	<i>Park Nicollet + HP or VantagePlus</i>
Employee Only	\$907.52	\$771.40
Employee + Child(ren)	\$1,533.74	\$1,303.68
Employee + Spouse/Partner	\$2,087.33	\$1,774.23
Family	\$2,994.86	\$2,545.63

High Deductible Plan + HSA Plan

Your Monthly Cost for COBRA		
Network	Passport	<i>Park Nicollet + HP or VantagePlus</i>
Employee Only	\$801.41	\$681.20
Employee + Child(ren)	\$1,354.41	\$1,151.25
Employee + Spouse/Partner	\$1,843.27	\$1,566.78
Family	\$2,644.69	\$2,247.99

DENTAL COVERAGE

Your dental coverage through Augsburg University and administered by Delta Dental will continue through the **last day of the month** in which you are employed. Under COBRA, you have the right to continue your current coverage at your own expense under the Augsburg University group plan until you are either covered by another group plan, covered through Medicare, or for a period of 18-36 months, depending on circumstances.

Your Monthly Cost For COBRA	
Employee Only:	\$41.25
Employee + Child(ren)	\$76.05
Employee + Spouse/Partner	\$112.31
Family	\$147.12

VISION COVERAGE

Your vision care coverage provided through Augsburg University and administered by EyeMed will continue through the **last day of the month** in which you are employed. Under COBRA, you have the right to continue your current coverage at your own expense under the Augsburg University group plan until you are either covered by another group plan, covered through Medicare, or for a period of 18-36 months, depending on circumstances.

Your Monthly Cost For COBRA	
Employee Only:	\$4.41
Employee + Child(ren)	\$8.80
Employee + Spouse/Partner	\$8.36
Family	\$12.94

NOTE: These premiums include a 2% administration fee as allowed under COBRA. Contributions are subject to change each year on January 1.

LIFE INSURANCE

Your regular UNUM life insurance policies will continue through your **last day of employment**. Under COBRA, you have the right to continue your current coverage at your own expense under the Augsburg University group plan until you are either covered by another group plan, covered through Medicare, or for a period of 18-36 months, depending on circumstances.

If your family's financial security and plans for the future — such as paying for college or staying in your home — are important to you, taking your life insurance with you is a smart move. Depending on your circumstances, you may have two options for keeping your coverage - [converting or porting your existing policy](#). Please contact hr@augsborg.edu for additional information.

PET INSURANCE

Your pet insurance coverage provided through Nationwide is portable and administered directly with Nationwide. Coverage will continue through the **last day of the month** in which you are employed. You may continue your coverage through Nationwide's pet product portability program. For more information and to cancel or continue your policy, please contact Nationwide at 877.738.7874.

HEALTH SAVINGS ACCOUNT (HSA)

If you have an HSA account through Augsburg, the funds in your HSA belong to you and the account is portable. Please contact Chard Snyder at 800-982-7715, or visit their website at <https://www.chard-snyder.com/about/contact/> for more information.

FLEXIBLE SPENDING HEALTH CARE (FSA) AND DEPENDENT CARE (DCA) ACCOUNTS

No amounts will be credited to your Flexible Spending Accounts after your **last day of employment**. Any amounts in your Flexible Spending Accounts as of your last day of employment may be used to reimburse you for eligible expenses incurred prior to your separation from employment. If you wish to continue to participate through COBRA, please contact Chard Snyder. Contributions made after termination are made on an after-tax basis. **Please contact Chard Snyder at 800-982-7715 for the deadlines to submit claims for reimbursement, and if you any questions on your accounts.**

VOLUNTARY SUPPLEMENTAL LIFE INSURANCE

Your supplemental life insurance will continue through your **last day of employment**. Under COBRA, you have the right to continue your life insurance coverage at your own expense under the Augsburg plan until you are covered by another group plan or until 18 months has elapsed, whichever occurs first.

LONG-TERM DISABILITY

Your UNUM long-term disability coverage will terminate on your **last day of employment**. *Long-term disability coverage has no continuation privilege.*

RETIREMENT

For information regarding your retirement account, contact the TIAA Telephone Counseling Center at (800) 842-2776.

TUITION BENEFIT

If you are currently receiving tuition benefits for yourself, your spouse or dependent, your benefit will end at the end of the current semester. Approval for tuition remission is contingent upon employment status. You will not be eligible for any additional tuition benefits for any subsequent semesters. Retiring employees should contact Human Resources for additional information regarding retiree tuition benefits.

VACATION (STAFF ONLY)

On your final pay date, you will be paid for accrued and unused vacation time as of your last day of employment. Please submit your final timesheet to your supervisor through Kronos on your last day of your employment.

FINAL DATE OF EMPLOYMENT AND FINAL PAYDATE

Your termination date will be recorded as your last day of actual work. Your final pay will be processed in accordance with the regular payroll cycle. Your final pay will be submitted through direct deposit. Please note you will no longer have access to your pay slips in Agresso Web after your last date of employment, so please be sure to print or forward that information to your personal email. If you would like your final pay slip sent to you, please send your request to payroll@augsborg.edu.

AUGSBURG PROPERTY

Please turn in any keys, key cards, computer equipment, Augsburg IDs, procurement cards, or other property belonging to Augsburg University to your supervisor by your last day of work.

CHANGE OF ADDRESS

You are responsible for notifying us if your address changes. W-2s are mailed at the end of January each year and the US postal service will not deliver W-2s to a forwarding address.

QUESTIONS?

If you have any questions, please contact Human Resources at hr@augsborg.edu.