



TCP1 Retirement FAQs

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Termination

- 1. Do I have to terminate my LANS employment in order to start my pension?**
Yes, you do have to terminate your LANS employment in order to begin your pension.
- 2. When I decide to terminate employment with LANS, what is my termination date?**
Your termination date is the last day that you are in a pay status as an active employee. You are not able to terminate on your scheduled day off or on a Holiday.
- 3. When do I communicate my termination date to my manager?**
Termination Policy P713, states an employee who plans to resign or retire, must submit a memorandum of resignation to his or her manager at least 14 calendar days before the termination date.
- 4. What needs to be done to ensure my termination is processed correctly?**
The employee, employee's manager, or designee will need to submit a termination request via Oracle Self Service. Make sure to select "Voluntary Retirement" in the termination reason drop down box.
- 5. What happens to my sick leave when I retire?**
If you retire within 120 days of the date you terminate your employment with LANS, any accumulated unused sick leave can be converted to Credited Service. Each hour of unused sick leave converts to one hour of Credited Service (2080 hrs. = 1 year).
- 6. What happens to my vacation leave when I retire?**
You may choose to have your vacation leave paid out to you or you can use your vacation leave to extend your termination date.
- 7. What do I do with my badge when I retire?**
If you have an "L" or "Q" Clearance you must physically turn in your badge with the Clearance Processing office before you leave. If you have an uncleared badge you may drop it off at the badge office before you leave.



Pension

1. Am I eligible to retire?

Normal retirement is age 60 with 5 years of vesting service.
Early retirement is age 50-59 with 5 years of vesting service.

2. How can I find out what my pension payment will be when I retire?

You are able to complete a retirement calculation by accessing a pension calculator at Your Pension Resources (YPR) <http://pension.hewitt.com/losalamos> or by calling YPR at 866-370-7301.

3. What information do I need to enter into the retirement calculator to obtain my estimated pension payment?

You will need your termination date, pension start date and contingent annuitant birth information and select spouse from the drop down box (if applicable).

4. What are my payment options under the LANS Pension Plan?

Refer to the LANS Defined Benefit Pension Plan for more information.
http://int.lanl.gov/employees/benefits/retirement/tcp1-pension_plan.shtml

5. What is a contingent annuitant?

A contingent annuitant is named at time you start your pension and cannot be changed. Your contingent annuitant receives your pension benefit for the duration of their life in the event of your death. Your pension benefit is calculated using the life expectancy of both you and your contingent annuitant. Refer to the LANS Defined Benefit Pension Plan for more information.

http://int.lanl.gov/employees/benefits/retirement/tcp1-pension_plan.shtml

6. When is my pension commencement date?

Your pension commencement date must be the first day of a month. You cannot have any time worked in the month you commence your pension.

7. Who do I contact to start my pension?

You will need to call AonHewitt Your Pension Resource (YPR) at 866-370-7301 no more than 90-days prior to pension start date to request your retirement packet. Please allow 2-3 weeks to receive the retirement packet.



8. When do I receive my first pension payment?

Your monthly pension payment as a retiree will be received on the first of the month after the month in which you retire. (i.e. Pension start date November 1, 2015. First pension benefit received December 1, 2015 retroactive to November 1, 2015). Thereafter, monthly pension is received on the first day of each month.

9. Does the pension plan contain a Cost of Living Adjustment (COLA)?

Yes. It is based on the Consumer Price Index (CPI) from July 1 of the preceding year. Your first COLA is prorated based on complete months from your first date to the following July 1.

10. Do I have to pay taxes on my pension income?

Yes, your pension benefit is subject to state and federal taxation which can be taken out of your pension check. To update your tax withholdings, contact YPR.

11. What Survivor Benefits are available through the LANS pension plan?

When you die while a retired member, your beneficiary is eligible to receive a basic death benefit in the amount of \$7,500. The beneficiary form is included in your retirement packet. Your beneficiary can be different from your contingent annuitant. You can update your beneficiary at any time by contacting YPR.

12. Why do I need to designate a beneficiary?

The LANS Pension plan provides a Basic Death Benefit and return of Member Contributions, if applicable, in the event you die. Your beneficiary may be eligible to receive these benefits.

13. How do I Designate a Beneficiary?

In your retirement packet you will receive a LANS Defined Benefit Pension Plan Beneficiary Designation Form to designate your beneficiary.

14. What happens to the member contributions I made to my pension upon my death?

If you have elected a contingent annuitant they will continue to receive the member contributions. Upon the contingent annuitant's death any unpaid member contributions will be paid to your beneficiary in a single lump sum. Member contributions are returned tax free.



Retiree Health & Welfare Benefits

1. When do my LANS active benefits end?

The manager or designee or the employee will be responsible for completing the termination request through the Oracle system. If termination reason is Retirement, the termination reason must be Voluntary Retirement. Your medical, dental, vision and legal benefits end the last day of the month following the month in which you retire (i.e., Termination date 10/07/15, LANS coverage ends 11/30/15, retiree healthcare effective 12/01/15). Your final premiums will be deducted from your last pay check. All other coverages end at the end of the pay period in which you terminate. All terminated employees including retirees will receive a COBRA notice.

Note: If you or your manager do not indicate your termination is due to retirement, your benefits will end at the end of the pay period in which you terminate.

2. What is COBRA?

Under a federal law called the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 that requires LANS to offer you or your eligible dependents the option to continue your health Benefit program coverage. Health Benefit program coverage includes medical, dental and vision benefits.

3. Should I enroll in COBRA?

If you are eligible for LANS Retiree Health & Welfare benefits, you do not need to enroll in COBRA.

4. Am I eligible for Retiree Health & Welfare benefits?

You may be eligible for LANS Retiree Health & Welfare benefits if you meet the eligibility requirements and are in an eligible employee category as defined in the [LANS Health & Welfare Benefit Plan for Retirees Summary Plan Description](#).

5. What is my service credit based on for my Retiree Health & Welfare Benefit eligibility & subsidy?

Service Credits are based on actual hours worked at LANS beginning June 1, 2006 (eligibility based on 2080 hour year) to include years of service with UC transferred to LANS on May 31, 2006. Sick leave will be included in the Service Credit calculation if pension is commenced within 120 days of termination.

6. What happens to my Health & Welfare benefits if I terminate but do not begin my pension?

You must start your LANS pension within 120 days of termination from LANS to be eligible for retiree LANS Healthcare benefits or you will forfeit your eligibility.



7. If I do not need my Retiree Health & Welfare benefits right away is there any way I can delay my enrollment?

Yes, you will need to contact Empyrean Benefit Solutions.

8. How do I enroll in my Retiree Health & Welfare Benefits?

If eligible, you will receive a retiree enrollment packet from Empyrean Benefit Solutions to either enroll or suspend your benefits. This must occur within 120-days from termination from LANS or you will forfeit your eligibility rights for enrollment at a future date.

9. Do I need to be covered by Medicare Part A & B as a retiree (age 65 or older)?

Yes, when you no longer work for LANS and are retired, you must enroll yourself and any eligible family member in Medicare Part A and Part B. Those who do not comply with the Medicare Mandate will be terminated from LANS Retiree Health & Welfare coverage and will not be eligible to re-enroll. You may contact Social Security Administration at 800-772-1213 regarding your eligibility for the Medicare benefit.

Note: You may be eligible for Medicare under your spouse.

10. Do I have to enroll in Medicare Part D as a retiree?

No, LANS requests that you do not enroll in Medicare Part D since LANS Health & Welfare coverage includes a drug benefit.

11. Am I able to keep my AD&D and Life Insurance when I retire?

Conversion options are available for:

- a. Accidental Death & Dismemberment (AD&D) Insurance - If you were enrolled in AD&D, you can convert your AD&D coverage to a retiree group policy within 31 days of loss of coverage. You must enroll directly with The Hartford. Contact the Conversion Unit at 877-320-0484 for more information.
- b. Life Insurances – If you were enrolled in Supplemental/Dependent Life Insurance, you can convert your coverage to an individual policy within 31 days of loss of coverage. You must enroll directly with The Hartford. Contact the Conversion Unit at 877-320-0484 for more information.

12. What happens to my flexible spending accounts (HCRA & DCRA) when I retire?

a. **Health Care Reimbursement Account (HCRA):**

Upon your termination of employment, your participation in the HCRA ceases, and no further salary contributions will be contributed on your behalf. However, you will be able to submit claims for health care expenses that were incurred before the end of the period for which



payments to the HCRA has already been made. Your further participation is governed by "Continuation Coverage Rights under COBRA" if COBRA coverage is elected.

b. **Dependent Care Reimbursement Account (DCRA):**

You are still able to request reimbursement for qualifying DCRA for the remainder of the Plan Year from the balance remaining in your DCRA account at the time of termination of employment. However, no further salary redirection contributions are made on your behalf after you terminate. You must submit DCRA claims within 195 days (July 15th) after the end of the Plan Year in which termination occurs.

13. What happens to my Health Savings Account (HSA) account when I retire?

The HSA is your personal account so you can continue using the money in the account for eligible medical expenses even after you leave the lab. For questions you can contact HSA Bank at 800-357-6246.



LANS 401(k) Savings Plan

1. What happens to my LANS 401 (k) when I terminate?

If the value of your 401(k) Savings Plan benefit is \$1,000 or less, it will be distributed to you in a single sum payment, less the 20% mandatory withholding. If the value of your 401(k) Savings Plan benefit is more than \$1,000, but less than \$5,000, the Plan Administrator will roll this amount into an IRA in your name. If Your Total Plan Benefit is \$5,000 or more it will remain in your account unless you request a distribution. Contact Fidelity for additional questions.

2. What happens to my 401(k) loan when I terminate?

You can continue to make payments directly to Fidelity Investment or you can pay your loan in full. If you do not pay your loan in full or make the agreed-upon payment arrangement, you will receive a distribution statement from Fidelity.



Return to Work

1. You may be eligible to return to work at LANS in the following situations:

Returning as a Lab Associate

- a. TCP-1: 90 day waiting period

Under age 60 Returning as: Casual, Limited Term, Regular, Contractor or a Consultant

- b. TCP-1: 180 day waiting period

Over age 60 Returning as: Casual, Limited Term, Regular, Contractor or Consultant

- c. TCP-1: 90 day waiting period

***Please note: No advance discussion to return to work is permitted, due to various IRS deferred compensation rules. Please see “what happens to my retiree benefits if I return to work” question.

2. What happens to my retiree benefits if I return to work?

If you plan to return to work at LANS several of your Retiree and Employee benefits may be impacted to include:

- Suspension of Pension Benefits
- Suspension of Retiree Health & Welfare Benefits (medical, dental, vision & legal)
- Limited ability to participate in the LANS 401(k) Plan.