



A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Employee Services Department
Benefits Division

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www.Jacksonville.gov/Benefits

End of Employment Benefits Guide

Upon your employment ending with the City of Jacksonville, please review the below Benefits explanations and the required course of action.

1. Benefits End Date

If your last day of employment is between the 1st and 15th day of the month, your benefits will end at **midnight on the 15th day**.

If your last day of employment is between the 16th and the last day of the month, your benefits will end at **midnight on the last day of the month**.

2. Leave Hours

For questions related to your leave hours or any other listed hours, please contact Time and Attendance at 904.255.5586 or 904.255.5587.

3. Empower – 401a/457b/OBRA

- If you are enrolled in Empower at the time your employment ends, please contact Empower On-Site Advisor for account information assistance.

- Christina Jamieson Office#: 904.255.5568 or Mobile#: 904.252.4714
- Jessica Lang Office#: 904.255.5572 or Mobile#: 904.426.7230
- David Saliger Office#: 904.255.5589 or Mobile#: 904.815.1787

- If you intend to defer accrued leave hours upon the end of employment or retirement, you **MUST** process the forms at least two months **PRIOR** to your retirement or employment end date, please contact Empower for information.

4. Mailing Address

Prior to leaving the city, please verify that your mailing address is current. This will ensure that you continue to receive important information regarding benefits, taxes, payroll, or any pension matters. To update your address, submit all changes to

DataMgtRequests@coj.net

5. Health, Dental and Vision Benefits

- You have the option to continue your health, dental and vision benefits for up to 18 months. Through COBRA one your benefits end. COBRA requires you to cover the full cost of each benefit retroactively to the date your original benefits ended, with no break in coverage. A COBRA enrollment packet will be mailed to your home address by TASC, the City of Jacksonville's COBRA Administrator. Please allow up to three weeks after your employment ends to receive this packet.
- Health coverage is also offered through the Health Insurance Marketplace at www.healthcare.gov or 1.800.318.2596.
- A Certificate of Group Health Coverage will be mailed to your home indicating the dates you were covered under health benefits with the City of Jacksonville. This document may be required should you elect health benefits with another plan provider and need proof of prior coverage.
- If you or your dependent is 65 years old or older, please contact the Social Security Office regarding Medicare at www.ssa.gov

6. Life Insurance

- You will have the option to port (continue coverage at a higher rate) your life insurance into an individual policy without evidence of insurability.
- For an application to port your life insurance, visit the Benefits website at www.Jacksonville.gov/Benefits. Scroll down to "Life Insurance" and select "Life Portability Application" and follow the instructions listed.
- For questions, please contact Standard Life Insurance Company at 1.800.843.7979.

7. Flexible Spending Accounts

- If you are enrolled in Flex Medical or Dependent Care at the time your employment ends, you have the option to continue these benefits through COBRA, however, the benefit status will change from pre-tax to post-tax and will terminate at the end of the plan year.
- Please call AMERIFLEX with any questions at 1.888.868.3539.

8. Retirement Benefits Enrollment (Health, Dental, Vision and Life)

- Prior to enrolling in retiree benefits, you must provide a document from the pension office indicating that you are eligible for retirement and listing your retirement date.
- Health, dental and vision benefits are available to qualified retirees upon retirement. Retirees may only elect to continue the same benefits in which enrolled as an active employee.
- Upon retirement, retirees have the option to enroll in a \$5,000 supplemental life insurance policy. Depending on the retirees bargaining unit as an active employee and enrollment in supplemental life, the retiree could be eligible to enroll in a \$10,000 or \$15,000 policy.