



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 the end of your employment with the City of Jacksonville, please review the information below for important details regarding your benefits and the required actions you must take.

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 and Time Inquiries

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 the Empower On-Site Advisor for assistance with your account information and available options.

- Christina Jamieson Office: 904-255-5568 or Mobile: 904-252-4714
- David Saliger Office: 904-255-5589 or Mobile: 904-815-1787

• Deferring Accrued Leave Hours

- If you intend to defer your accrued leave hours upon retirement or the end of your employment, you must complete and submit the required forms at least two (2) months prior to your retirement or separation date. Please contact Empower for detailed information and assistance.

4. Verify your Mailing Address

Prior to leaving the city, please ensure that your mailing address is current. This will help ensure you continue to receive important information regarding benefits, taxes, payroll and any pension-related matters.

- To update your address, please submit all changes to DataMgtRequests@coj.net

5. Continuation of Health, Dental and Vision Coverage (COBRA)

- You have the option to continue your health, dental, and vision benefits for up to 18 months through COBRA once your active coverage ends. Under COBRA, you are responsible for paying full cost of each benefit retroactive to the date your original coverage ended, ensuring no break in coverage. A COBRA enrollment packet will be mailed to your home address by Ameriflex, The City of Jacksonville's COBRA Administrator. Please allow up to three (3) weeks after your employment ends to receive this packet.
- **Health Insurance Marketplace**
 - You may also explore health coverage options through the Health Insurance Marketplace at www.healthcare.gov or 1-800-318-2596.
- **Medicare Eligibility**
 - If you or your dependent are 65 years or older, please contact the Social Security Administration regarding Medicare at www.ssa.gov

6. Life Insurance Continuation (Portability Option)

- You have the option to port (continue) your life insurance coverage into an individual policy at a higher premium rate, without providing evidence of insurability.
- To obtain an application or additional information on porting your life insurance, please contact MetLife Insurance Company at 1-866-492-6983.

7. Flexible Spending Accounts (FSA)

- 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. Please Note: under COBRA, your contributions will change from pre-tax to post-tax and coverage will terminate at the end of the plan year.
- For questions or assistance, please contact Ameriflex at 1-888-868-3539.

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

Eligibility Verification:

- Prior to enrolling in retiree benefits, you must provide a Time Service Notification document from the pension office confirming your retirement eligibility and listing your retirement date
- **Health, Dental and Vision Benefits**
 - Qualified retirees may continue health, dental, and vision coverage upon retirement. Retirees may only elect to continue the same benefits in which they were enrolled as an active employee.
- **Voluntary Life Insurance**
 - Upon retirement, retirees have the option to enroll in a \$5,000 voluntary life insurance policy. Depending on your bargaining unit as an active employee and prior enrollment in supplemental life coverage, you may be eligible to enroll in a \$10,000 or \$15,000 policy.