

The information provided below is intended to give you an overview of the status of benefits after your employment with Drexel University ends. Please see the directory chart at the end of this guide for various contacts who can provide you with assistance should you have any questions.

Medical, Prescription, Vision, and Dental Coverage

If you and/or your eligible dependents are currently enrolled in any of the Drexel University medical, prescription, vision and/or dental plans, your coverage will end on the last day of the month, in which your employment ends.

The Federal Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) provides you and your eligible dependents the opportunity to pay to continue coverage past this date.

WEX is the designated COBRA administrator for Drexel. The Total Rewards Human Resources department will notify WEX of the end of your coverage under the plans. **Additional information on how to continue coverage, should you or a covered dependent need it, will be mailed to you within two (2) weeks from the date that your coverage ends.**

COBRA is a retroactive benefit. There will be no gaps in coverage once you enroll in the plan and make your first payment. It may take an additional 7-10 business days for you to be updated at the applicable vendors.

WEX will mail you a package containing detailed information about continuing coverage under COBRA, enrollment information, and billing details. Please be sure to pay close attention to the instructions and deadlines to ensure that you take action for enrollment and send in the premiums that are specified in the communications that you will receive.

Please review the 2024 COBRA Rates at the end of this guide.

Health Care & Dependent Care Flexible Spending Account (FSA)

If you are enrolled in the Health Care, Dependent Care or Limited Health Care FSA, and you have funds remaining in your account(s) when your employment with Drexel University ends, claims incurred through benefits termination date, may be submitted for reimbursement. Deadline to submit claims is March 31, 2025.

See FSA Manual Claim Reimbursement Form

If you have contributed more than what you have spent, you may continue the use of your FSA through COBRA - by contributing on a post-tax basis as a COBRA election. This will allow you to continue to incur reimbursable expenses. If you are eligible, your COBRA packet from WEX will also list this as an option. COBRA does not apply to Dependent Care FSA.

Health Savings Account (HSA)

If you have established an HSA account through Optum Bank, when your employment ends with Drexel University, your account will be disassociated with Drexel's Optum Bank group number. Your HSA account is your personal bank account: you can continue to use the remaining funds in the account for eligible expenses. You can continue to keep your funds with Optum Bank, or you can roll the funds into an account administered by another HSA provider of your choice.

Commuter Program

If you are enrolled in the commuter program, administered by WEX, your account balance will be available until the last day of the month in which your employment ends. You will have until March 31, 2025, to request manual reimbursement of any claims that you incurred in that calendar year up to the date that your employment ends.

Due to IRS regulations unused funds cannot be refunded.

If you are actively participating in the program, your pre-tax transit or parking deductions for your commuter benefits will be reflected in your paycheck received at the end of the month in which your employment ends. For example, if your last day of employment is August 9, 20YY, your commuter deductions will end effective your last paycheck in August 20YY. Additional questions can be directed to Drexel University Benefits Center.

SEPTA Key Advantage Program

If you are participating in the SEPTA Key Advantage Program, you are eligible for the benefit until the end of the month in which your employment ends. Due to timing constraints of the enrollment window, it is possible that you might have a pass loaded to your card after you have stopped your employment with Drexel. You should expect that the next ordering window will deactivate your enrollment in the program. Additional questions on this can be directed to the Human Resources Service Center.

SupportLinc: Employee Assistance Program (EAP)

Drexel EAP benefits terminate on the last day of the month in which your employment ends. However, if you are currently receiving counseling services at the time of your separation, SupportLinc will continue to provide sessions until all six are completed.

Employee, Spouse and Child Supplemental Life Insurance

Employee, Spouse and Child Supplemental Life Insurance ends on the last day of the month in which your employment ends. Conversion to an individual policy is available for Employee, Spouse and Child Life Insurance. You will be contacted via mail by Drexel's designated vendor Lincoln Financial Group with additional information. Please note, Lincoln Financial Group will provide specific timelines on their forms for completing the application and receiving the premium payment.

Basic and Supplemental Life Insurance

Your basic life and supplemental life insurance coverage ends on the last day of the month of which your employment ends. However, you have the right to port your coverage or to convert to an individual policy. You will receive information directly from Lincoln Financial via mail explaining the port/convert options. Please note, Lincoln Financial Group will provide specific timelines on their forms for completing the application and receiving the premium payment.

Accidental Death and Dismemberment (AD&D) Insurance

If you and/or your dependents are enrolled in the AD&D Insurance plan, your coverage ends on the last day of the month of which your employment ends. There are no options to continue this benefit.

Dragon Perks

Your premium payments for voluntary benefits payroll deductions end on the last day of the month of which your employment ends. However, you can continue your enrollment in these benefits by setting up direct billing with the carriers. These benefits could include plans with Liberty Mutual, Allstate, or Kashable.

Please note, each company will provide specific timelines on their forms for connecting with them to ensure that there is no lapse in payment – be sure to respond to their outreach to continue this benefit and coverage amount that you had when initially enrolled.

Some voluntary benefits are related to your credit, such as Kashable. Therefore, if you have a remaining balance due to Kashable, it is in your best interest to contact them and set up payment arrangements to settle your balance to ensure nothing negative is reported to the credit bureaus.

Short-Term Disability (STD)

Short-Term Disability (STD) coverage terminates on the last day of the month in which your employment ends. There is no conversion option for Short-term Disability plans.

Long-Term Disability (LTD)

Long-Term Disability (LTD) coverage terminates on the last day of the month of which your employment ends. You may have the option of converting your long-term disability coverage to an individual policy if you have been employed full-time for at least twelve consecutive months immediately prior to termination of your employment. You must do so within 31 days from the date coverage ends by contacting Drexel LTD administrator, Lincoln Financial Group (see contact directory below).

Vacation Paid Time Off

If you have any accrued and unused vacation hours remaining when your employment ends, that time will be paid to you on your final paycheck, up to one hundred hours. Note that any vacation payout income will not be applicable for 403(b) or 457(b) contributions. If you have a question about your vacation payout, please contact the Human Resources Service Center at the number listed below.

Floating Holidays

Unused Floating Holidays are not paid out.

Sick Paid Time Off

Sick Time is not typically paid out. The *only* exception is that Professional Staff Members retiring from Drexel at or after age 65 will be paid accrued unused sick leave, up to a maximum of 35 days.

Retirement Savings Plans

403(b) Defined Contribution Retirement Plan

So that your final 403(b) deductions can be deposited into your account, there may be a delay of up to six weeks between when you leave the University and when Drexel notifies TIAA of your separation. You can consult with TIAA at any time; however, you cannot access funds from your account until TIAA receives your separation date.

Please contact TIAA to discuss what options are available for your funds such as a rollover or distribution by either scheduling a consultation via the participant website or the telephone numbers listed below.

457(b) Deferred Compensation Plan

Within 60 days of your separation from employment, you must elect to take a distribution or postpone distribution to a later date. TIAA will contact you by your preferred contact method on file.

If you do not make an election within 60 days, your 457(b) Plan account will be automatically paid to you as a single lump-sum payment.

	Review Your Account	Schedule a Consultation	General Questions
TIAA	tiaa.org/public/tcm/drexel	TIAA.org/schedulenow-drexel <i>or</i> 1.800.732.8353	1.800.842.2252

Tuition Benefits

Tuition Remission for Self (Employee) -please refer to Drexel's Tuition Remission for Faculty and Professional Staff policy for additional details.

- If the reason for termination is voluntary, tuition remission will end as of the day of resignation and employee will be responsible for the prorated cost of tuition and fees for the remainder of the term.
- If the reason for termination is involuntary due to cause or performance, tuition remission will end as of the day of resignation and employee will be responsible for the cost of tuition and fees for the remainder of the term.
- If the reason for termination is involuntary due to layoff or reduction in force, then tuition remission will end at the end of the current enrolled academic term.

Tuition Remission for Dependent (Family members)- please refer to Drexel's Tuition Remission for Family Members policy for additional details.

- If the reason for employee termination is voluntary, tuition remission will end as of the day of resignation and employee, or family member will be responsible for the prorated cost of tuition for that term.
- If the reason for employee termination is involuntary due to layoff or reduction in force, then tuition remission will end at the end of the current academic term in which the termination occurs.
- If the reason for employee termination is involuntary due to cause or performance, tuition remission will end as of the day of resignation and the employee or family member will be responsible for the prorated cost of tuition for that term. Tuition Exchange:
- If you have a dependent receiving the Drexel Tuition Exchange Program scholarship, the Drexel export student will be permitted to complete the academic year, but at the conclusion of that academic year, will no longer receive the scholarship.

[Drexel Termination of Employment Policy](#)

Health Advocate Wellness and Incentive Program

Advocate Wellness Incentive Program

Employee or spouse wellness credits processed before your final payroll will be posted in your final pay. If there is a delay in processing wellness credits, you will not be paid for any remaining balance that Drexel receives after your employment has ended.

Health Advocate Advocacy Service

Access to the Health Advocate advocacy service (doctor searches, billing or claim assistance) terminates on the last day of the month of which your employment ends at Drexel University.

Home Purchase Loan or Renovation Program

- If your employment is terminated either voluntarily or involuntarily, the remaining balance of the loan will become due in no more than six months from your termination.
- If your position is eliminated and you are laid off, the remainder of your loan will be forgiven.
- If you are planning to leave the university, please contact Drexel HR (Human Resources) before your departure so that we can advise you on the repayment process.

OTHER QUESTIONS:

If you have additional questions that are not addressed above, please reach out to the applicable providers and departments listed below:

Providers or Drexel HR Department	Service Offered	Contact Information
Drexel University Benefits Center (WEX)	Health Benefit, COBRA Flexible Spending Account Administrator	1.844.690.3992 help@mybenefitexpress.com
CIGNA	Dental provider	1.800.244.6224
Dragon Perks (Corestream)	Voluntary benefits and discount provider	1.888.935.9595
Davis Vision	Vision provider	1.800.999.5431
Drexel Human Resources	HR Department Contact List Human Resources Service Center	Drexel HR Contact 215.895.2850 HR@drexel.edu
TIAA	Retirement Plan Provider	1.800.842.2252
Health Advocate	Health advocacy and wellness program provider	1.866.695.8622
Independence Blue Cross	Medical provider	1.800.ASK.BLUE ibx.com
OptumRx	Pharmacy Benefit manager	1.888.678.7012
Lincoln Financial Group	Life insurance conversion provider Life insurance portability provider	1.800.423.2765 1.888.786.2688
Optum Bank	Health Saving Account provider	1.866.234.8913

2024 COBRA RATES

With 2% Admin Fee

POS + Rx	Monthly Premium
Employee Only	\$710.13
Employee + Child	\$1,078.62
Employee + Children	\$1,372.84
Employee + Spouse	\$1,605.31
Family	\$2,123.45

PC Basic + Rx	Monthly Premium
Employee Only	\$1,049.30
Employee + Child	\$1,587.38
Employee + Children	\$2,051.21
Employee + Spouse	\$2,368.46
Family	\$3,140.98

PC High + Rx	Monthly Premium
Employee Only	\$1,183.03
Employee + Child	\$1,787.96
Employee + Children	\$2,318.65
Employee + Spouse	\$2,669.35
Family	\$3,542.14

CDHP + Rx	Monthly Premium
Employee Only	\$553.46
Employee + Child	\$840.66
Employee + Children	\$1,070.00
Employee + Spouse	\$1,251.18
Family	\$1,655.00

Cigna Dental - Base	Monthly Premium
Employee Only	\$21.58
Family	\$63.69

Cigna Dental - Preferred	Monthly Premium
Employee Only	\$33.01
Family	\$107.91

Cigna Dental - DHMO	Monthly Premium
Employee Only	\$11.08
Family	\$27.94

Davis Vision	Monthly Premium
Employee Only	\$4.42
Family	\$10.18