

Drexel University
Guide to Benefits After Your Employment Ends
Prepared by: Drexel Human Resources, January 2025

The information provided below is intended to give you an overview of how your benefits are impacted once your employment with Drexel University ends. We have included a list at the end of this guide of various contacts who can provide you with assistance should you have any questions, as well as the current health insurance rates that would be offered through COBRA throughout the remainder of this plan year.

Medical, Prescription, Vision, Dental Coverage and COBRA

If you and any eligible dependents are currently enrolled in the 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 with the opportunity to pay to continue coverage past this date.

WEX is the designated COBRA administrator for Drexel. Upon receipt of your termination date, they will mail to your home a COBRA Special Rights Notice that will contain detailed information on how to continue coverage. This will be mailed to you within two (2) weeks after your benefits are terminated.

COBRA is a retroactive benefit. This means that your active coverage will end and require your enrollment into the benefit should you wish to continue them. 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 once you have completed the process.

Please be sure to pay close attention to the instructions and deadlines included in your notice to ensure that you take action for enrollment and send in the premiums that are specified in the communications that you will receive.

While you are waiting for your COBRA Special Rights Notice from WEX, here is an outline of the COBRA process:

- You have 60 days to enroll in COBRA and there is an initial payment grace period of 45 days to pay for your premium once you have elected. If you do not pay your premium, you will not be considered covered.
- For your initial COBRA offer, you can only be enrolled in the health plan(s) that you were enrolled in on your last day as an active employee at Drexel. Therefore, if you were enrolled in the Point of Service plan, that is the only plan that you can enroll in for this year. Note that you do not need to enroll every one of your covered dependents in the COBRA plan, and children or spouses can enroll on their own if you have coverage elsewhere.
- If you have any questions, please contact WEX or the HR Service Center. The contact information is listed in the reference section at the end of this document.
- The rates for COBRA are provided at the end of this document for quick reference while you wait

for your personalized COBRA Notice.

You also may have the option of enrolling in healthcare plans via the healthcare marketplace or a spouse/domestic partner or parent's plan. The termination of your active Drexel healthcare is considered a qualified life event. You may be required to provide proof that you had a loss of health insurance when enrolling in a new plan. If you were enrolled in a Drexel plan, your COBRA Notice should provide the required information with a loss of coverage, but the new plan can confirm what documentation they are expecting.

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. The deadline to manually submit claims for 2025 is March 31, 2026.

The deadline to submit claims for reimbursement is March 31, 2025. Note that your WEX FSA debit card will be deactivated at the end of the month in which you are terminated and all claims for reimbursement would need to be submitted manually, should there be any.

The FSA Manual Claim Reimbursement Form can be accessed [here](#).

If you have contributed more than what you have spent in your Health Care FSA, 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 to claim that remaining balance. If you are eligible, your COBRA Special Rights Notice 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 through Optum Bank, once they receive notice of your benefits/employment ending, your account will no longer be associated with Drexel. This means that any account management fees going forward are the account holder's responsibility. *Your HSA is your personal account: you can continue to use the remaining funds in the account for eligible expenses.* You will also have the option to roll the funds into an account administered by another HSA provider of your choice, should you have access to an HSA elsewhere. Please contact Optum Bank with any questions or concerns about this.

Commuter Program

For employees who participate in the commuter program, administered by WEX: your account balance will be available until the end of the month in which you terminate. You will have until March 31, 2026, to request manual reimbursement of any claims that you incurred in the 2025 calendar year up to the date that your employment ends.

Due to IRS regulations unused funds cannot be refunded.

If you participated in the commuter program in the month you terminated employment, you will see your

final transit or parking deduction for that election as scheduled in your final pay. Additional questions can be directed to Drexel University Benefits Center.

Health Advocate Wellness and Incentive Program

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.

Wellness Incentive Program

Employee or spouse wellness credits earned in the month prior to your final payroll will be posted in your final pay. In the event of an unforeseen delay in processing wellness credits, you will not be paid for any remaining balance that Drexel receives after your employment has ended.

SupportLinc: Employee Assistance Program (EAP)

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

Basic Life and Supplemental Employee, Spouse and Child Life Insurance

Your basic life and supplemental life insurance coverage (if applicable) ends on the last day of the month of which your employment ends. Conversion to an individual policy is available for Basic Life, and Supplemental 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, be sure to take appropriate action timely.

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.

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 in 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 will be contacted via mail by Drexel's designated vendor Lincoln Financial Group with additional information.

Dragon Perks

Your premium payments for enrolled voluntary benefits payroll deductions end on the last day of the month of which your employment ends. However, you can continue these benefits by setting up direct billing with the individual carriers.

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. As you might be aware, there are voluntary benefits that report to the credit bureaus. It is in your best interest to collaborate with the vendors to manage your account after your final pay to avoid any negative outcomes.

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 a maximum of 100 hours or 12.5 days. Note that any vacation payout income will not be applicable for 403(b) or 457(b) contributions.

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 280 hours, or 35 days.

Retirement Savings Plans

403(b) Defined Contribution Retirement Plan

Please be aware that there is typically a slight delay with TIAA being notified of your employment end date. This is to ensure that your final 403(b) deductions can be deposited into your account timely and without issue. While this is in process, you can consult with TIAA at any time; however, you will not be able to take any distributions to close the account until TIAA reflects your separation date.

The 403(b) plan rules allow employees aged 59 ½ or over the ability to take distributions from their accounts, if needed. If this is your situation, you can contact TIAA to discuss options regarding distributions while waiting for your account to be updated.

457(b) Deferred Compensation Plan

Those who are participating in the 457(b) plan have 60 days from their date of separation, to take action with this account by either electing to take a distribution or choosing to postpone distribution to a later date. Once your separation date is received, TIAA will contact you about this 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. Please contact TIAA to discuss your options.

Tuition Benefits

Tuition Remission for Self (Employee) and Dependent (Family members)

- 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 Exchange for Dependent

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.

For questions related to the Tuition Remission benefits, please contact Drexel Central at the number below.

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 Benefits, COBRA, and Flexible Spending Accounts Administrator	1.844.690.3992 help@mybenefitexpress.com
CIGNA	Dental provider	1.800.244.6224
Dragon Perks (Corestream)	Voluntary benefits and employee discount provider	1.888.935.9595
Drexel Central	Tuition Remission Concerns	1.800.895.1600 AskDrexel https://drexel.edu/drexelcentral/

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 answers@HealthAdvocate.com HealthAdvocate.com/drexel
Independence Blue Cross/OptumRX	Medical and Pharmacy provider	Medical: 1.800.ASK.BLUE www.ibx.com Pharmacy: 1.888.678.7012
Lincoln Financial Group	Life and Disability provider	Conversion: 1.800.423.2765 Portability: 1.888.786.2688
Optum Bank for HSA	Health Savings Account provider	1.866.234.8913
SupportLinc	Employee Assistance Program (EAP)	1-888-881-5462 www.supportlinc.com group code: drexel

2025 COBRA RATES

The rates below include the 2% admin fee

POS + Rx	Monthly Premium
Employee Only	\$745.64
Employee + Child	\$1,132.55
Employee + Children	\$1,441.48
Employee + Spouse	\$1,685.57
Family	\$2,229.62

PC Basic + Rx	Monthly Premium
Employee Only	\$1,101.77
Employee + Child	\$1,666.74
Employee + Children	\$2,153.77
Employee + Spouse	\$2,486.88
Family	\$3,298.03

PC High + Rx	Monthly Premium
Employee Only	\$1,242.18
Employee + Child	\$1,877.36
Employee + Children	\$2,434.59
Employee + Spouse	\$2,802.82
Family	\$3,719.25

CDHP + Rx	Monthly Premium
Employee Only	\$581.13
Employee + Child	\$882.70
Employee + Children	\$1,123.50
Employee + Spouse	\$1,313.74
Family	\$1,737.75

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