

# SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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## POLICY 3.05.11 BENEFITS AT SEPARATION FROM EMPLOYMENT

### A. Vacation Leave

1. Following separation from employment, an employee will receive payment for any accrued and unused vacation leave to his/her credit. An employee is entitled to compensation, at the employee's current rate of pay, for the prorated portion of any earned but unused vacation leave for the current year to the employee's credit at time of separation, and in addition shall be compensated for any unused vacation leave accrued to the employee's credit for a total of no more than 3 years accumulation.
2. Employees having less than one year of full-time, 12-month service with the Board are not entitled to cash payment for vacation leave.
3. Payment will be made in a lump sum within 60 days from the day of separation.
4. An eligible employee who dies is considered to have terminated his/her employment as of the date of death. Vacation leave payout will be made according to the Ohio Revised Code section(s) regarding payout for deceased employees, or paid to the employee's estate.

### B. Sick Leave Conversion

1. An employee with ten or more years of service with the County Board alone or in combination with any political subdivision of the State of Ohio and is retiring into one of the state-approved retirement systems, may request in writing to be paid in cash for one-half the value of his/her earned, but unused sick leave. The maximum payment may not exceed 480 hours.
2. Payment is based upon the employee's rate of pay at the time of retirement.
3. Payment will eliminate all accrued sick leave to the employee's credit at the time of payment. Such payment may be made to an employee only once.
4. An eligible employee who dies is considered to have terminated his/her employment as of the date of death. Sick leave payout will be made according to the Ohio Revised Code section(s) regarding payout for deceased employees, or paid to the employee's estate.
5. Payment will be made in a lump sum within 60 days from the day of separation.

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6. Employees who retire with less than 10 years of service to the County Board or a combination of service to any political subdivision of the State of Ohio, or who otherwise separate from the Board's employ are not eligible for this benefit.

### C. Health Care Benefits Continuation (COBRA)

In certain instances, employees and their families have the right to temporarily extend their health care benefits at group rates.

1. An employee covered by the Board's health care plan has a right to choose this continuation coverage if he/she would lose group coverage because of:
  - a. A reduction in hours of work below the minimum required for eligibility under the plan, or
  - b. Termination of employment for any reason other than gross misconduct.
2. An employee's spouse and dependent children covered by the Board's health care plan have the right to continuation coverage if group health care coverage under the Board's plan would be lost due to a "qualifying event such as:
  - a. Death of the employee,
  - b. Termination of the employee's employment for any reason other than gross misconduct,
  - c. Reduction in the employee's hours of work below the minimum required for eligibility under the plan,
  - d. Divorce or legal separation,
  - e. Employee becoming entitled to Medicare, or
  - f. Dependent child ceasing to be a dependent child under the terms of the Board's health care plan.
3. Any person who is covered under the employee's plan on the day before a qualifying event, and who will lose coverage, will be considered a qualified beneficiary.
4. If the qualified beneficiary does not choose continuation coverage, group health care coverage will end.

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5. Qualified beneficiaries need not show they are insurable in order to qualify for continuation coverage.
6. Qualified beneficiaries must pay the Board the full premium at applicable rates plus a service fee of up to two percent (2%). Late payments may result in loss of coverage.
7. Questions about this policy may be directed to the Personnel Officer.
8. Employees are responsible for notifying the Personnel Officer of any change in status including, for example, marital status, dependent status or residence.
9. The following procedure will be used for notifying employees of COBRA rights:
  - a. Each employee will be notified of his/her COBRA rights at the time he/she begins coverage under the Board's health care plan.
  - b. Spouses of all covered employees will be notified of this policy and its provisions at the time family or spouse coverage begins under the Board's health care plan.
  - c. Notification of an employee's spouse will be deemed to service notice on all dependent children.
  - d. Within thirty days, the Superintendent will notify the Personnel Officer of any of the following qualifying events:
    - i. Employee's death,
    - ii. Employee's termination,
    - iii. Employee's reduction in hours, making him/her eligible for benefits, or
    - iv. Employee's eligibility for Medicare.
  - e. Within sixty days, the employee is responsible for notifying the Business Office of any of the following qualifying events:
    - i. Divorce,
    - ii. Legal separation, or

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iii. Loss of dependent eligibility under the plan requirements (age or student status).

f. The employee/dependent must notify the Business Office of his/her decision to extend benefits within sixty days of the qualifying event or the date of eligibility notice, whichever is longer.

## D. Public Retirement Systems - Disability and Survivor Benefits

Public retirement systems have specific qualifications for receiving disability and survivor benefits. Employees should familiarize themselves with the rules of the appropriate system: State Teachers Retirement System for teachers and Ohio Public Employees Retirement System for all other employees.

## E. Unemployment Compensation

An employee may be eligible for unemployment compensation according to the regulations of the State of Ohio.