



SAINT PAUL
MINNESOTA

Employee Separation & Benefits Guide

Introduction

Whether you are retiring, resigning, or separating due to unforeseen circumstances, it is important to understand how your pay and benefits will be affected. If you have questions please contact Melissa Anderson, your **Benefits and Retirement Specialist** at melissa.anderson@ci.stpaul.mn.us, a few months in advance. You will receive a benefits summary and assistance with enrollment decisions.

Your **union contract** is your most important resource, as it determines eligibility for payouts, insurance, and retirement benefits. This guide provides general information, but contract language and City policies take precedence.

Contracts are available at:

<https://www.stpaul.gov/departments/human-resources/labor-relations/contracts>

Separation Process

Work with your department's **Supervisor** or **HR Liaison** to complete your [Separation of Employment form](#). Your final date of employment must match across all systems to avoid delays in pay or benefits.

Before You Leave

Review your information on [Employee Self Service \(ESS\)](#), using a city computer.

- Confirm your mailing address is accurate
- Review and print your current benefits statement

Sick Leave Conversion

Based on your collective bargaining agreement (union contract), you may be eligible to convert your sick leave to vacation leave. Please refer to your specific union agreement for eligibility requirements and details.

PERA (Public Employees Retirement Association)

- Contact PERA at 651-296-7460 about 3-6 months prior to your separation date
 - If you separate before you are vested, you have five years to request a refund. You will only receive what you contributed, not the employer's portion.
 - Vesting requirements are based on your plan
 - Please update your email address to your personal email address to ensure you continue to receive important communications after you resign or retire.
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Your Final Paycheck

A copy of your final paycheck will be **mailed to your home address** and may include regular wages and eligible payouts.

If you move during the same year you separate, contact your HR Liaison or email **payroll-tass@ci.stpaul.mn.us** to ensure your **W-2** is mailed correctly.

Vacation

Unused vacation will either:

- Be paid on your final paycheck, or
- Be deposited into a **Post-Employment Health Plan (PEHP)** through Mission Square. This is based on the language in your contract.

PEHP deposit is typically made within a month after your final paycheck.

Severance

If eligible based on your contract, severance:

- It is determined by the balance of sick accruals and years of service.
- Representative employees would receive a deposit into a **Post-**

Employment Health Plan (PEHP) account through Mission Square.
Non-Representative Management are excluded.

- It is paid by **March 1 of the following year** after your employment.
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Benefits

When Coverage Ends

Benefits continue through the **end of the month, in which your employment ends**, regardless of your last day worked.

Example:

If your last day is August 1 or August 31, coverage ends August 31.

Benefits Continuation

After your coverage ends, **BRI (Benefits Resource, Inc.)** will send you a packet with continuation options.

- You have **60 days** from the time active coverage ends to enroll in COBRA or retiree coverage
- Coverage begins the **first of the month** following employment

What happens to your benefits after you separate employment:

Ends at Separation

- Short-Term Disability
- Long-Term Disability
- AD&D insurance

Hospital Indemnity

- Elect to port your coverage
- Pay premiums directly to Securian Financial
- Same rates as what you would pay as an active employee

Healthy Saint Paul

- If you have available funds in your Personify app, you will have **30 days** from your separation date to use them.

COBRA Health Insurance

- COBRA allows you to continue your health insurance for up to **18 months** for employees that have separated and for retirees they would be able to continue their coverage indefinitely.

Kavira Health

- Virtual Care and Home Visits at no cost
- Over 350 prescriptions covered at no additional cost
- **Under Age 65:**
If you continue your medical coverage after you resign or retire, you may continue to utilize this plan.

Age 65 or Older:

This plan is no longer available.

Life Insurance

- Supplemental and basic life insurance and may continue via COBRA for **18 months**.
- After that, you have **31 days** to convert to an individual policy.

Dental Insurance

- Upon separating employment with the city, you can elect Dental for up to 18 months. If you are a retiree, you can continue Dental coverage indefinitely.

Vision Insurance

- Upon separating employment with the city, you can elect Vision for up to 18 months.

Flexible Spending Accounts

If enrolled in a Medical FSA plan and have contributed more than you have been reimbursed at the time of retiree:

- You may continue participation via COBRA through the plan year, this allows you to use remaining funds.
- The deadline to submit FSA Claims is 2/14/27 for medical expenses that occurred prior to your separation date.
- There is no additional tax advantage after separation, but it does allow you to extend the time that expenses can be incurred.

If enrolled in a Parking FSA plan:

- You must use these funds prior to the end of the month you separate employment. If you do not use these funds, they will be forfeited.

If enrolled in a Dependent FSA plan:

- You may still use the funds deposited in your account, but services must be provided prior to separation.
- The deadline to submit Dependent Claims is 2/14/27 for expenses that occurred prior to your separation date.

HRA / VEBA Accounts

If you had a high-deductible health plan, you may have an **HRA/VEBA account**.

- Funds remain yours after separation
- No expiration or forfeiture
- The deadline to submit VEBA-HRA claims is 365 days from the date of service.
- Monthly administrative fees will apply (automatically deducted from your HRA/VEBA)
- The City no longer contributes after you separate employment
- Funds can be used tax-free for eligible medical expenses

Post-Employment Health Plan (PEHP)

If you receive a PEHP contribution (vacation or severance), you will receive information

from Mission Square or Meritain.

Key Features

- Funds are deposited into the Mission Square **Money Market Fund**
- You may change your investment options later; their website is <http://www.icmarc.org>
- Contributions, earnings, & reimbursements are tax-free

Eligible Expenses

- Health insurance premiums
- Dental and vision care
- Copays and prescriptions
- Medicare Part B premiums
- Long-term care insurance
- You can save medical expense receipts for you, your spouse, and dependents from the date of your retirement and get reimbursed when the funds are deposited.
- Information of eligible expenses through the IRS can be found here: <https://www.irs.gov/forms-pubs/about-publication-502>

* Non-Represented Management excluded

Important Reminder

You will receive time-sensitive mail regarding your benefits that require a response from you; **you can permanently lose your health insurance coverage if you don't return required forms or information by deadlines.** It is critical that everyone has your current address information.

Keep Your Address Updated With

- BRI #320-316-0521
- Mission Square #1-800-669-7400
- PERA #651-296-7460
- Deferred Compensation vendor