

HUMAN RESOURCES ADMINISTRATIVE MANUAL
EMPLOYEE BENEFITS & SERVICES: BENEFITS CONTINUATION INTO RETIREMENT



UNIVERSITY SYSTEM
OF GEORGIA

Benefits Continuation into Retirement

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON BENEFITS CONTINUATION INTO RETIREMENT
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
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[Return to Human Resources Administrative Practice Manual Table of Contents](#)

Policy Statement

A University System of Georgia retiree or career employee who upon their separation of employment from the University System of Georgia meets the criteria for retirement as set forth in BOR Policy Manual regarding [Retirement Policy](#) shall remain eligible to continue as a member of the basic and dependent group life insurance and health benefits. The University System shall continue to pay the employer's portion of the cost for such benefits. (BOR Policy Manual regarding [Insurance Policy](#)).

This policy authorizes institutions to provide insurance to retirees.

Applicability

All units of the University System of Georgia are covered by this policy.

Who Should Read This Policy

All employees within the University System of Georgia should be aware of this policy.

Definitions

These definitions apply to these terms as they are used in this policy:

- **Board of Regents (BOR):** The governing body of the University System of Georgia.
- **Retirees:** BOR Policy Manual regarding [Retirement Policy](#).
- **Career Employee:** BOR Policy Manual regarding [Retirement Policy](#).

HUMAN RESOURCES ADMINISTRATIVE MANUAL
EMPLOYEE BENEFITS & SERVICES: BENEFITS CONTINUATION INTO RETIREMENT

- **Board of Regents Committee on Personnel and Benefits:** Board of Regents Committee that approves BOR policy related to Personnel and Benefits matters.

Process and Procedures

A University System of Georgia retiree or career employee who upon their separation of employment from the University System of Georgia meets the criteria for retirement as set forth in BOR Policy Manual regarding [Retirement Policy](#) or has been approved for a certified waiver in regards to the continuous service requirement under the policy by the Vice Chancellor of Human Resources (HR), shall remain eligible to continue as a member of the basic and dependent group life insurance and health benefits plans. The University System shall continue to pay the employer's portion of the cost for such benefits. See BOR Policy Manual regarding [Insurance Policy](#).

Retirement Policy Waiver on Continuous Service Requirement

Notwithstanding the requirements of this policy or Policy 8.2.8.4, the Vice Chancellor for Human Resources shall have the authority to waive the requirements regarding continuous service with the USG as it relates to the eligibility to receive benefits provided by the Board of Regents. The decision of the Vice Chancellor shall be final and cannot be appealed. The Vice Chancellor shall notify the Board of Regents Committee on Personnel and Benefits of any waivers granted under this policy.

Retirement Policy Waiver

This waiver applies to USG employees who had a break in service from a USG institution, a local Board of Education, or a State agency before coming to work for the University System of Georgia. To be eligible for a waiver of the USG retiree health benefits continuous service requirement, an employee with a previous break in service from the University System of Georgia, a local Board of Education, or another state of Georgia agency must meet all of the following conditions:

- Extenuating circumstances which impact the employee's ability to continue employment, or other situations deemed appropriate by the requesting institution's President and USG Vice Chancellor of HR (i.e. a serious health condition as defined in the Family and Medical Leave act, loss of job due to an unavoidable reduction in force, major organizational changes, or other qualifying circumstances as determined by the Vice Chancellor of Human Resources).
- The employee must have satisfactorily met their six (6) months provisional employment requirements.
- The employee must be in active status (individuals who are on an authorized leave without pay or have already submitted their intent to retire/resign to the institution will not qualify for the waiver).

HUMAN RESOURCES ADMINISTRATIVE MANUAL
EMPLOYEE BENEFITS & SERVICES: BENEFITS CONTINUATION INTO RETIREMENT

- The employee must have a combined ten (10) years of regular benefited employment service with the University System of Georgia, a local Board of Education, or another state of Georgia agency.
- The employee must meet applicable TRS or ERS criteria for membership sponsored retirement and must be eligible for retirement benefits immediately upon approval.
- An employee must be enrolled in benefits coverage at the time of the request for waiver in order to continue coverage in retirement.
- The request for waiver of the continuous service requirement must be approved prior to the employee's retirement in order to receive coverage in retirement.

Application and Review Process

Before applying, be sure to read the eligibility requirements regarding a waiver of continuous service as it relates to the eligibility to receive benefits provided by the Board of Regents.

Step 1. Application

- Eligible employees should complete the [Continuous Service Waiver Request Form](#) and submit the completed application to the Chief Human Resources Officer (CHRO) of the institution or the system office.

Step 2. Certification

- The CHRO will review the application and certify that the eligibility information provided in the application has been met. If the CHRO determines that the request meets the eligibility requirements, the CHRO will sign and forward the application, documentation (i.e. reduction in force paperwork, FMLA approval form, statement from HR, or other applicable documentation), and recommendation to the Office of the President.
- The institution President, or their designee, will review the submission and provide a recommendation as allowed under the policy. The President will sign the application and return to the CHRO to submit the request to the University System of Georgia (USG), Vice Chancellor of Human Resources.
- The CHRO will submit the waiver request (application, supporting documentation, and recommendation) to the USG Vice Chancellor of Human Resources for assessment and resolution.
- For system office employees, the CHRO will forward the application, documentation, and recommendation to the Executive Vice Chancellor of Administration. The Executive Vice Chancellor of Administration, or their designee, will review the submission and provide a recommendation as allowed under the policy. The Executive Vice Chancellor of Administration will sign the application and return to the CHRO to submit the request to the Vice Chancellor of Human Resources.

**HUMAN RESOURCES ADMINISTRATIVE MANUAL
EMPLOYEE BENEFITS & SERVICES: BENEFITS CONTINUATION INTO RETIREMENT**

Step 3. USG Recommendation and Final Determination

- The USG Vice Chancellor of HR will review and make the final determination on the waiver request for approval or denial. At the conclusion of the review process, USG will notify the President of the institution and the CHRO of the final determination.

Step 4. Processing Timeframes

- Processing times for waiver recommendations will be approximately 30 days from the date that the application is received by the University System of Georgia's Office of Human Resources. Processing times may vary depending on the basis under which the request for waiver of the continuous service requirement is made and receipt of required documentation.

Step 5. Employee Notice

- The CHRO will notify the employee in writing of the final USG determination of approval or denial. The employee should also be notified of any delay past 30 days from receipt of application.

Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Associate Vice Chancellor for Total Rewards, USG/ Director of Benefits	Ensure compliance with policy.	404-962-3235 usg-hr@usg.edu
Institution Chief Human Resources Officers	Ensure compliance with policy.	See University System HR Officer Listing

Website Address for This Policy

- [Policy Manual Section 8](#)

Appendices (Internal Documents, Forms and Web Links)

- [8.2.9.4 Benefits Continuation into Retirement](#)
- [Continuous Service Waiver Request Form](#)

Related Documents and Resources (External)

- None

[Return to Human Resources Administrative Practice Manual Table of Contents](#)