

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



## Benefits Continuation into Retirement

### CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON BENEFITS CONTINUATION INTO RETIREMENT
<b>VOLUME</b>	HUMAN RESOURCES
<b>RESPONSIBLE OFFICE</b>	USG HUMAN RESOURCES OFFICE
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### Policy Statement

A University System of Georgia (USG) 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 the BOR Policy Manual regarding [Retirement and Post Retirement](#) shall remain eligible to continue enrollment in USG Healthcare benefits and basic, spouse, or child group life insurance. 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 USG are covered by this policy.

### Who Should Read This Policy

All employees within the USG should be aware of this policy.

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## 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:** See Section 8.2.8.2 of BOR Policy Manual regarding Retirement and Post Retirement, Definition of a USG Retiree, and Eligibility for Health Benefits Upon Retirement.
- **Career Employee:** See Section 8.2.8.4 of BOR Policy Manual regarding [Retirement](#) and Post Retirement, Career State Employees Eligibility for Retirement with Health and Life Benefits.
- **Board of Regents Committee on Personnel and Benefits:** Board of Regents Committee that approves BOR policy related to Personnel and Benefits matters.
- **Break-in Service:** Break in service as defined in the HRAP on Transfers.

## Process and Procedures

A USG retiree or career employee who upon their separation of employment from the USG meets the criteria for retirement as set forth in the BOR Policy Manual regarding [Retirement and Post Retirement](#) 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 enrollment in the healthcare benefits as well as basic, spouse and /or child group life insurance 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](#).

### 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.

This waiver applies to USG employees who are experiencing extenuating circumstances in their current role which impacts their ability to continue employment with the USG.

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To be eligible for a waiver, the employee must be vested in and meet the retirement service requirements for one of the established State of Georgia Sponsored Retirement plans ([ERS](#), [TRS](#), or [ORP](#)) and meet all of the following conditions:

- Documented extenuating circumstances which in their current role which impacts the employee's ability to continue employment with the USG, 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 which renders the employee unable to continue employment, 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).
- 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, ERS, and ORP 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.

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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, a 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 it 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 it to the CHRO to submit the request to the Vice Chancellor of Human Resources.

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.

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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 the application.

Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
<b>Associate Vice Chancellor for Total Rewards, USG/ Director of Benefits</b>	Ensure compliance with the policy.	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	Ensure compliance with the policy.	See University System <a href="#">HR Officer Listing</a>

Website Address for This Policy

- HRAP on Benefits Continuation into Retirement
- [BOR Policy Manual 8.2.8.2 Definition of a USG Retiree and Eligibility for Health Benefits Upon Retirement](#)

**Related Policies**

- [8.2.9.4 Benefits Continuation into Retirement](#)
- BOR 8.2.8.4 Career State Employees Eligibility for Retirement with Health and Live Benefits

Appendices (Internal Documents, Forms, and Web Links)

- [Continuous Service Waiver Request Form](#)

Related Documents and Resources (External)

- [Employee Retirement System of Georgia](#)
- [Teachers Retirement System of Georgia](#)
- [USG Optional Retirement Plan](#)

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