

Case Western Reserve University 2020 Voluntary Retirement Incentive Program
- Frequently Asked Questions and Answers
June 24, 2020

The university has prepared the following list of questions and answers to assist you in understanding the Staff Voluntary Retirement Incentive Program (“VRIP” or “Program”). This information is a summary only, intended to provide high level, general information in response to specific issues relating to the Program. It is not part of the VRIP or an official statement of benefits or requirements.

We encourage you to talk with your family and personal advisors (such as financial, legal and tax) as a part of your decision making process.

1. Why is the university offering a VRIP?

As we have been working to close Fiscal Year 2020 and prepare for the year ahead, we are facing budget concerns based on economic uncertainties created by the COVID-19 pandemic conditions.

2. If I elect not to participate in the VRIP, is it possible I may be laid-off?

This is a voluntary program. The university is reviewing its cost structure as a part of managing the business and further budgetary reduction actions may be dictated by economic conditions.

3. Once I sign and turn in my Application to participate, can I change my mind?

An application to the VRIP may be revoked by the employee prior to the end of the application window period. Requests to rescind an application must be made in writing and hand-delivered to the Office of Human Resources by 5:00 p.m. on July 24, 2020.

4. What are departmental caps?

Because this is a voluntary program and it is being offered to eligible staff members who are age 55 and older with 15 or more years of service, the university has to balance participation under the VRIP with continuing business needs and available financial resources to fund the Program benefits. Therefore, the university, including its individual participating units, can establish a “cap” or limit on the number of staff members from a unit who may elect to retire from their employment and receive the VRIP benefit.

5. If I elect to participate in the VRIP and I am eligible, what benefits will I receive?

You will receive the following Program benefits: (1) a lump-sum retirement incentive payment equal to six months of your salary, minus applicable taxes and withholdings; plus (2) “retiree”

status with the university, as described in Human Resources policies, including the Tuition Waiver and Tuition Exchange Benefits Programs policy.

6. If I elect to participate in the VRIP and I am eligible, what will I give up?

Your employment with the university will end as of August 1, 2020. At that time, you will no longer be eligible for active employee benefits. Also, you must sign a Voluntary Separation Agreement and General Release and Waiver of Claims giving up any claims as described in that Agreement.

7. If I am selected, when will my last day of employment be?

Your last day of employment will be July 31, 2020, and your effective Retirement Date will be August 1, 2020. You will be expected to report to work and to assist in the transition of your duties through July 31, 2020 unless otherwise agreed with your supervisor.

8. What happens if I elect to participate and do not sign the Voluntary Separation Agreement and General Release and Waiver of Claims?

If you do not sign the Voluntary Separation Agreement and General Release and Waiver of Claims or revoke the Release after signing it, your employment will remain terminated and you will not receive the benefits specified in the VRIP.

9. How and when will the VRIP benefits be paid? Will taxes be withheld?

The VRIP retirement incentive payments will be paid 30 days after your executed Voluntary Separation Agreement and General Release and Waiver of Claims is received and the seven-day revocation period has expired. The retirement incentive payments will be subject to taxes and other required withholdings. The retirement incentive payments will not result in any retirement plan contribution by you or any matching contribution by the university.

10. If I elect to participate in the VRIP and I am eligible, when will I receive my final paycheck and will it include payment for my unused vacation days?

Your final paycheck will be issued to you on July 31, 2020. Payout of any unused vacation days will be paid on or before the first payroll date falling after your Retirement Date.

11. When will my healthcare benefits end?

Your group healthcare benefits will end as of midnight July 31, 2020. You will be eligible to enroll in the retiree health plan and may be eligible to continue coverage after that through COBRA. Retiree health plan and COBRA premiums will be 100% your responsibility.

12. If I am eligible and participate in the Plan, will COBRA continuation benefits apply to me?

Your eligibility for COBRA coverage is determined by law and the group medical plan. It is your choice whether to elect COBRA continuation coverage under the university's healthcare benefits.

If eligible, you will receive a written COBRA continuation coverage notice, containing all of the relevant information you will need to decide whether to choose continuation of group medical benefits under COBRA. In order to receive COBRA healthcare benefits you must timely and properly fill out the paperwork to elect to continue your group medical coverage.

In addition, with your retiree status, you will be eligible to enroll in the university's retiree medical plan. You will be 100% responsible for premium payments if you elect to enroll in that plan.

13. Is there a deadline for me to elect to participate in the Plan?

Yes. To elect to participate in the VRIP, you must sign and deliver the Application Form to the HR Service Center in person or via email to AskHR@case.edu or via fax to 216-368-4678 by 5:00 p.m. on or before July 24, 2020. by 5:00 p.m. on July 24, 2020.

14. When will I know if my election has been accepted by the University?

Following receipt of your Application Form, the university will let you know no later than July 29, 2020, if your application has been accepted or if you are ineligible to participate in the VRIP. Also, you must continue to meet all conditions of the VRIP until your Retirement Date and sign and not revoke the Voluntary Separation Agreement and General Release and Waiver of Claims.

15. If I leave, will I be able to collect unemployment insurance?

Whether or not you are eligible for unemployment insurance is determined by the Ohio Department of Jobs & Family Services according to Ohio law. The university does not make these decisions. We encourage you to contact the Ohio Department of Jobs & Family Services at www.jfs.ohio.gov if you have questions. The university will document that you retired as part of a voluntary incentive program.

16. Whom do I contact if I have additional questions?

Contact the HR Service Center at AskHr@case.edu or 216.368.6964.