



## **CHAMPAIGN COUNTY**

### **Termination Packet**

When leaving Champaign County employment you must make several important decisions. This packet will assist an Employee when Terminating from Champaign County. It will provide information as well as contact information.

Packet includes information on:

- Health and Dental Insurance
- Flexible Spending Accounts
- Mental Health/Counseling Benefits
- Payroll
- Unemployment Insurance Benefits

### **Health and Dental Insurance**

Coverage ends when employment ends. The final date of coverage is determined by the date of the last paycheck with a health/dental insurance deduction.

For example –

If your last paycheck is the first paycheck of the month – coverage ends on the 15<sup>th</sup> of the month

If your last paycheck is the second paycheck of the month – coverage ends on the last day of the month

If you would like to continue your health/dental insurance after employment ends, you may do so through COBRA. You can continue your coverage for up to 18 months after termination/lay off. You will receive a letter from the county within 30 days after coverage ends explaining your COBRA rights and how to continue coverage through COBRA.

### **County Paid Life Insurance**

Coverage ends when employment ends.

### **Optional Term/Whole Life Insurance**

If you have one of these policies you may continue the coverage indefinitely as a private pay. If you have one of these policies you will receive a letter from the county explaining how to continue this coverage as a private pay.

### **Allstate policies**

Allstate will be notified that your premium deductions have ceased. You will receive correspondence from Allstate regarding continuation of the coverage.

### **Flexible Spending Accounts**

Participation in the flexible spending accounts will end when employment ends. You will be able to submit any receipts for services/products purchased through your employment end date. If funds remain in your account you will be reimbursed through your employment end date.

If you have any questions regarding these benefits, please contact DeShonna Matthew at 217-384-3776 or [dmatthew@co.champaign.il.us](mailto:dmatthew@co.champaign.il.us).

**Mental Health/Counseling Benefits through health insurance plans**

Employee Assistance Program – Carle Resolutions  
If you need assistance, call 1-855-232-4267

**Health Alliance Plan**

Outpatient Office Visits - received from a participating provider \$25/visit  
Inpatient Services - \$2,000 per stay plus 20%

If you have any questions regarding the benefits of your health insurance plan through the county, please contact DeShonna Matthew at 384-3776 or [dmatthew@co.champaign.il.us](mailto:dmatthew@co.champaign.il.us)

## **PAYROLL NOTES**

A terminated employee's final paycheck will be the next regularly scheduled pay date for the pay period in which the term date falls. Please consult payroll calendar.

The final paycheck will include pay for any hours worked during the pay period as well as any accumulated vacation, personal and comp time (where applicable.) Sick time is not paid out upon termination.

If an employee moves after termination, we ask that they contact our office with their new address so their W-2 may be sent to the correct place.

## **IMRF**

An employee may choose to leave their IMRF contributions/service on file with IMRF indefinitely—especially if they might procure future employment with another IMRF employer or with a State agency (where reciprocal service credit would apply.) The employee may also choose to take a refund of their contributions. Contributions may be rolled into an IRA, 401k plan with no penalty. Lump sum refunds will have 20% deducted for taxes. There is no time limit for deciding what to do with these monies. The “Application for Separation Refund” form may be downloaded off of [www.imrf.org](http://www.imrf.org).

If you have any questions regarding payroll, please contact Leeann Robeck at 384-3776 or [LRobeck@co.champaign.il.us](mailto:LRobeck@co.champaign.il.us)

## **Local Employment Services**

Manpower  
810 W Springfield Ave Ste 2w, Champaign, IL  
(217) 352-7875  
<http://www.manpower.com/>

Spherion  
701 Devonshire Dr Ste C2, Champaign, IL  
(217) 359-4488  
<http://www.btcservices.net/>

Express Employment  
2107 W Springfield Ave, Champaign, IL 61821  
(217) 355-8500  
<http://www.expresspros.com/us/>

## **Unemployment Office**

IDES Offices and Illinois workNet Centers  
1307 N Mattis Avenue  
Champaign, IL 61821  
Hours: Mondays are the busiest days at [IDES](#). Regular office hours are 8:30 a.m. to 5 p.m., Monday through Friday, except for state holidays.

### Services Provided:

- Unemployment insurance
- Employment and career services
- Veteran's assistance & training programs
- Establishing an individual WorkNet account

Illinois workNet Centers are one-stop service centers with staff committed to supporting and developing the workforce in their community. Illinois workNet Centers help individuals find the services they need, and help employers meet their human resource requirements.