

Summary of Position Elimination Pay and Benefits, and FAQs

This document is designed to help employees who have had their positions eliminated understand the separation pay and benefits they will receive. A summary of the enhanced separation pay and benefits that will be provided to employees whose positions have been eliminated and who have been designated by Human Resources to receive such pay and benefits is described below, followed by the answers to a number of anticipated questions in the FAQs section.

Additional information on separation pay, benefits, and any questions you may have is available from Human Resources. The following individuals are very familiar with the specific separation pay and benefits available for individuals whose positions have been eliminated.

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Separation Pay

Separation pay will be provided according to the following schedule (subject to the additional requirements described in this summary).

- Four weeks of salary (exempt staff) or four weeks of straight time pay (hourly staff) will be provided for up to one year of service.
- One additional week of salary or straight time pay will be provided for each additional full year of service, up to a total separation pay maximum of 26 weeks of pay.
- The separation pay generally will be paid (less applicable tax withholdings and deductions) in a lump sum in the payroll period that follows the date an employee's position is eliminated.
- An employee will not be eligible to receive separation pay if he or she is hired by another department within the University before the separation payment is made.
- If an employee leaves to take a job outside of the University after being notified that his or her position will be eliminated, he or she will still be entitled to receive any owed separation pay that has yet to be paid.

Accrued and Unused Paid Time Off

Accrued and unused paid time off will be paid as follows.

- Accrued and unused vacation time will be paid in addition to separation pay. This payment will be paid in a lump sum (less applicable tax withholdings and deductions) at the same time the separation pay is paid.
- In accordance with University policy, unused floating holidays, personal days or sick time will not be paid.

Benefits Continuation Under Certain Separately Administered Plans and Policies

Each of the following benefits will continue for up to 12 months under the terms of the applicable University plan or policy, regardless of the amount of separation pay received:

- Medical, prescription drug, dental insurance, vision, life insurance and accidental death & dismemberment insurance benefits, provided the required employee contributions are made and the other requirements of the applicable plans are satisfied.
- FSAP services, Remitted Tuition and ID cards, including athletic and bookstore discounts and access to library and recreation facilities.

After the one year of benefits continuation, individuals may exercise any COBRA health continuation coverage rights and any life insurance conversion rights that they may have. Individuals who are eligible for retiree benefits may enroll for such benefits under the terms of the applicable plan or policy. See Summary of Retiree Benefits (Appendix A, page 7).

Dependent Tuition Under the Separately Administered Dependent Tuition Benefits Policy

Dependent Tuition, Tuition Exchange and Cash Grant benefits will be provided as follows.

- Any employee whose dependent is eligible for and utilizes benefits under the University's Dependent Tuition Benefits Policy in the fall 2009 semester will continue to be eligible for dependent tuition, tuition exchange or cash grant benefits in subsequent consecutive academic years until the completion of the eligible dependent's first baccalaureate degree program (or eight semesters in the case of tuition exchange or cash grant) as long as those benefits are used on a continuous basis throughout each academic year (other than permitted exceptions for approved medical leaves documented by a physician and summer sessions) and as long as the other applicable requirements in the University's Dependent Tuition Benefits Policy are satisfied.

Frequently Asked Questions

Separation Pay and Other Payments For Eligible Employees

1. Q. Which employees are eligible for separation pay?
A. All full-time and regular part-time staff whose positions are eliminated and who have been designated in writing by Human Resources to receive separation pay will be eligible for such pay.
2. Q. How much separation pay am I entitled to due to the position elimination?
A. If you are an eligible full-time or regular part-time employee and your position is being eliminated, you will receive four weeks of salary (exempt staff) or four weeks of straight time pay (hourly staff) as separation pay. Eligible employees with more than one year of service will receive one additional week of salary or straight time pay for each additional full year of service. The total separation pay to an eligible individual will not exceed 26 weeks of separation pay.
3. Q. When will I receive my separation pay?
A. The separation pay generally will be paid in a lump sum in the payroll period that follows the date that your position is eliminated.
4. Q. What happens to my separation pay if I find another job after I'm notified that my position will be eliminated, but before I receive my payment?
A. You will not be eligible to receive separation pay if you are hired by another department within the University before the separation payment is made. If you leave to take a job outside of the University after being notified that your position will be eliminated, you will still be entitled to receive any owed separation pay that has yet to be paid to you.
5. Q. If I am rehired by the University after I receive the separation pay, do I have to return any of it?
A. No.
6. Q. Will I have to pay income taxes on the separation pay?
A. Yes, the separation pay will be subject to applicable withholdings and deductions for payroll tax purposes.

7. Q. Will I be paid for my unused vacation and personal days?
- A. Accrued and unused vacation time (less applicable tax withholdings and deductions) will be paid in addition to separation pay. In accordance with University policy, unused floating holidays, personal days or sick time will not be paid.

Benefits For Eligible Employees Under Separately Administered University Plans and Policies

8. Q. Will my employee benefits continue after my position is eliminated?
- A. You will be eligible to continue the following benefits for up to one year following your position elimination: medical, prescription drug, dental insurance, vision, life insurance, and accidental death & dismemberment insurance benefits, provided the required employee contributions are made and the other requirements of the applicable plans are satisfied.

Remitted tuition benefits will continue for up to one year following your position elimination under the University's Remitted Tuition Policy.

Dependent tuition benefits will be provided as follows. Any employee whose dependent is eligible for and utilizes benefits under the University's Dependent Tuition Benefits Policy in the fall 2009 semester will continue to be eligible for dependent tuition, tuition exchange or cash grant benefits in subsequent consecutive academic years until the completion of the eligible dependent's first baccalaureate degree program (or eight semesters in the case of tuition exchange or cash grant) as long as those benefits are used on a continuous basis throughout each academic year (other than permitted exceptions for approved medical leaves documented by a physician and summer sessions) and as long as the other applicable requirements in the University's Dependent Tuition Benefits Policy are satisfied.

You will also retain access to the Faculty and Staff Assistance Program ("FSAP") for one year following your position elimination. FSAP is located at 111 Waverly Ave, Suite 215 or can be reached by telephone at 443-1087.

You may also retain your ID cards and discount eligibility for one year following your position elimination. Campus access and use privileges include library, recreational facilities, cultural events, and discounts at the Bookstore and certain athletic events.

9. Q. Will I lose the dependent tuition, tuition exchange or cash grant benefit if my eligible dependent delays enrollment or takes a break from enrollment?
- A. Yes, unless the delay or break is due to an approved medical leave that has been documented by a physician and is acceptable to the University, or unless the break

is due to a summer session. Information about the other requirements that must be satisfied in order to receive such benefits is described in the University's Dependent Tuition Benefits Policy, which is available from Human Resources or at the following University website address:
http://supolicies.syr.edu/emp_ben/tuition_dependent.htm.

10. Q. Will TIAA-CREF contributions be made by the University on the separation pay?
- A. No. However, individuals have the option to make after-tax contributions to their own individual annuity. Contact TIAA-CREF directly for more information.
11. Q. How can I get more information about my TIAA-CREF account?
- A. Information on the University's retirement plan, including links to the SU-specific TIAA-CREF Microsite, is available on the HR website at the following address:
<http://humanresources.syr.edu/benefits/retirement.html>.
12. Q. Can I retire after the one year of benefits following my position elimination?
- A. Yes, if you otherwise satisfy the requirements for being an eligible retiree. Retirement-eligible employees whose positions are eliminated will be eligible to continue benefits as described above and then may elect retiree status. The one year continuation of benefits will be credited to you for purposes of eligibility for retiree health coverage and determining the amount of required retiree health contributions. See Summary of Retiree Benefits (Appendix A, page 7).
13. Q. Am I eligible for parking privileges?
- A. Your current permit is valid until the effective date of your position elimination. You should request a pro-rated refund from Parking Services for the remainder of the period through July 31, 2009. Should you need a parking permit prospectively, permit allocation and fees will be administered by Parking Services according to established criteria.
14. Q. My child is enrolled in the SU Day Care Center. How long can he or she continue to attend?
- A. Once your child is enrolled in the Day Care Center, he or she can remain until reaching school age regardless of any changes in your affiliation with the University.
15. Q. What kind of assistance will I receive in finding a job outside the University?
- A. The University will provide outplacement services coordinated through the Office of Human Resources which will include assistance on resume preparation, interviewing, and how to look for applicable job opportunities.

16. Q. What is the University doing to help me locate a job elsewhere within Syracuse University?
- A. You will be responsible to identify and apply for any opening. Openings are posted online at www.sujobopps.com

Social Security and Unemployment

17. Q. How can I get more information about Social Security benefits?
- A. You may visit the U.S. Social Security Administration website at www.ssa.gov or call 1-800-772-1213. If you are deaf or hard of hearing, you may call the toll-free TTY number, 1-800-325-0778, between 7:00 a.m. and 7:00 p.m., Monday through Friday.
18. Q. Am I eligible for Unemployment Insurance?
- A. You may be eligible to apply for Unemployment Insurance benefits and should apply online at <http://ui.labor.state.ny.us/UBC/home.do> (Benefits Online Page of the Unemployment Division of the NYS Department of Labor) during the following hours (Eastern Standard Time):

Mon-Thurs: 7:30 a.m. – 7:30 p.m.

Fri: 7:30 a.m. – 5:00 p.m.

Sat and Sun: All day until 7:00 p.m.

Employees whose positions have been eliminated may also apply by contacting the NYS Department of Labor's Telephone Claims Center toll free, at 1-888-209-8124, Monday through Friday, from 8:00 a.m. to 5:00 p.m. (translation services are available). Hearing impaired individuals, who use Telephone Device for the Deaf (TTY/TDD) equipment, may apply by calling 1-800-662-1220, and requesting that the relay operator call 1-888-783-1370.

Administrative Notes:

The Internal Revenue Code may require recipients of some of the preceding benefits to pay income taxes on the benefits received.

Each of the University benefits described above shall be provided in accordance with the written terms of the applicable separately administered University plan or policy, and those terms shall control in the event of any inconsistency with this summary. All other terms used in this summary shall be defined in the manner specified by Human Resources.

As is the case with all of the University's benefits, the University reserves the right to modify or terminate the University benefits described above from time to time.

APPENDIX A - SUMMARY OF RETIREE BENEFITS

The following is a brief summary of the benefits offered to eligible retirees of Syracuse University. Additional details can be found on the HR website at <http://humanresources.syr.edu/retirees>.

All benefit plans and policies are subject to the University's right to modify or terminate them from time to time. In the event of a conflict between the following information and the actual plan or policy documents, the plan or policy documents will control.

Medical and Prescription Drug Benefits

Eligibility

In order to have access to the Syracuse University Retiree Medical Benefits Plan ("Retiree Medical Plan") you must meet the following eligibility requirements (among others):

- If hired before January 1, 2003, you must be at least age 55 and have at least one consecutive year of service as a "Regular" employee through retirement.
- If hired on or after January 1, 2003, you must be at least age 55 and have at least five consecutive years of service as a "Regular" employee through retirement.

Coverage

Prior to attaining age 65:

- Eligible retirees may continue medical coverage as long as they satisfy the requirements of the Retiree Medical Plan.
- Prescription drug coverage administered by Medco will be available to eligible retirees prior to age 65 under the Syracuse University Retiree Prescription Drug Plan.

On or after attaining age 65:

- Eligible retirees must enroll in Medicare Parts A & B as their primary medical coverages as soon as eligibility for such Medicare coverages commences. In general, the coordination with Medicare will not change the amount you have to pay for co-pays, deductibles, and coinsurance under the Retiree Medical Plan.
- Prescription drug coverage generally will not be available after age 65 under the Retiree Prescription Drug Plan. Instead, individuals should consider purchasing a Medicare prescription drug plan. The selection and cost of a Medicare prescription drug plan is the responsibility of the retiree and/or dependent.

Contributions

The University's subsidy level generally is based on an eligible retiree's years of credited service as a benefits eligible employee after age 45. For more information on the 2009 rates and how they are developed, please either visit the HR retiree website at <http://humanresources.syr.edu/retirees> or contact the HR Service Center at 443-4042.

Opt Out/Opt In Provision

Retirees and dependents who are eligible for the Opt Out/Opt In Coverage Option under the Retiree Medical Plan can opt out of coverage under the Retiree Medical Plan in a way that will allow them to later opt back into coverage under the Retiree Medical Plan as long as they have satisfied the applicable Retiree Medical Plan requirements. For more information, please visit the HR website at http://humanresources.syr.edu/retirees/optout_optin.html.

Life Insurance

Upon retirement, the University provides \$3,000 of basic life insurance coverage at no cost to eligible retirees. In addition, supplemental life insurance and dependent life insurance at the time of retirement can be converted to individual life insurance directly through MetLife.

Tuition Benefits

Remitted Tuition

Eligible retired employees may continue to receive the same remitted tuition benefits as when they were actively employed, and may transfer tuition credits to an eligible spouse or same-sex domestic partner (as long as the requirements of the University's Remitted Tuition Policy are satisfied). Remitted tuition benefits may be subject to taxes in certain situations.

For more details, consult the Remitted Tuition Policy on the Syracuse University Policies web site at: http://supolicies.syr.edu/emp_ben/tuition_remitted.htm.

Dependent Tuition (including SU Tuition, Tuition Exchange, and Cash Grants)

Any eligible retiree whose eligible dependent is matriculated and actively using tuition benefits under the University's Dependent Tuition Benefits Policy will continue to be eligible for dependent tuition, tuition exchange or cash grant benefits until the completion of the eligible dependent's first baccalaureate degree program (or eight semesters in the case of tuition exchange or cash grant) as long as the other applicable requirements in that Policy are satisfied. To qualify for dependent tuition benefits for eligible dependents not yet matriculated and actively using the qualifying tuition benefit at the time of retirement, the eligible employee must have seven years of continuous full-time employment, or the equivalent for part-time employees, prior to his or her retirement and must satisfy the other requirements of the University's Dependent Tuition Benefits Policy.

Upon the death of a retiree who satisfies the requirements of the preceding sentence, the dependent tuition benefits continue to be available for his or her eligible dependents. Dependent Tuition benefits could, in certain circumstances, be subject to taxes.

For more details, consult the Dependent Tuition Benefits Policy on the Syracuse University Policies web site at: <http://humanresources.syr.edu/benefits/DepTuitionBenefit.html>.

Collection of Any Applicable Taxes

The University is responsible for collecting any applicable taxes in cases where remitted tuition, dependent tuition, tuition exchange, or cash grants are taxable. SU will bill you for any taxes owed on or before the date the applicable tuition benefit is used, and such taxes must be timely paid in order to receive such benefit.

Retiree and Family Services

Group Home and Auto Insurance Program (METPAY)

Employees who are participating in SU's group home and auto insurance program through METPAY at the time of retirement may elect to continue such coverage. Rate quotes are available online from METPAY by calling 800-438-6388 to obtain SU's access code, then visiting the metpay.com web site.

SU Identification Cards

Eligible retirees may retain their SU I.D. card, which provides certain access rights to the University library, recreation facilities, ITS public computer labs, and the campus bus service. The SU I.D. also enables you to obtain discounts at the Syracuse University Bookstore and for season tickets for athletic events.

An eligible spouse/same-sex domestic partner and eligible dependents of an eligible retiree may also apply for an I.D. card, for which they will be charged a small processing fee. SU I.D. cards allow eligible family members to use the facilities listed above (except the computer cluster), and the bookstore and athletic ticket discounts.

Subscription to the Syracuse Record

Upon retirement, all eligible faculty and staff receive a complimentary one-year subscription to the Syracuse Record. At the end of the complimentary year, eligible faculty and staff may continue that subscription at a discounted rate. The Record may also be accessed on the SU web site. For more information, contact News Services at 443-2751.