

Frequently Asked Questions and Answers

Distributed to All Employees

As of February 16, 2021

- **What will happen to my Concordia Retirement Plan (the “Pension Plan”) account?** The Pension Plans are managed by Concordia Plan Services (CPS). If an employee is vested in a Pension Plan, their pension is available for them to withdraw at the time of retirement. Employees are encouraged to speak with a retirement specialist at CPS by calling their main number at (888) 927-7526.
- **What will happen to my Concordia Retirement Savings Plan 403(b) (the “403(b)Plan”) funds?** The 403(b) Plan is managed by Fidelity. Employees can leave their 403(b) Plan account with Fidelity as the administrator, or they can withdraw their money from the 403(b) Plan. Employees are encouraged to call Fidelity at (800) 642-7131 to get more information. More importantly, employees are advised to consult with their tax/financial advisor when making decisions about their 403(b) Plan funds.
- **When will my health insurance coverage end?** Regardless of which health plan option you are currently participating in, you will be covered under the Concordia Health Plan (CHP) through the end of the month of employment termination. In addition, you can apply for extended health insurance coverage (“Extended Coverage”) for up to fifteen (15) additional months of coverage. You can apply for the Extended Coverage in the www.concordiaplans.org site. If you have specific questions regarding health insurance and other benefits, you can call CPS at (888) 927-7526.
- **How much will the Extended Coverage cost?** The monthly premium charges will depend on your residence zip code. Extended Coverage will be solely at the employee’s cost.
- **Do I have to stay in my current Concordia Health Plan for the Extended Coverage?** No, you can choose from another plan that Concordia College NY currently offers.
- **Can I continue to cover my spouse with the Extended Coverage if they are Medicare eligible?** No, but note that CPS does offer Medicare Health Plans. For additional information, you can call CPS at (888) 927-7526.
- **What about other benefits, including the life insurance benefit?** Once CPS has been informed of your employment termination, you will receive information on how you can continue coverage with the life insurance, accident insurance, critical illness insurance or other benefits. Continuation of these benefits will be solely at the employee’s cost.
- **Will I be paid for any unused vacation?** Pursuant to College policy, employees must use their vacation by the end of the fiscal year, June 30, or they will lose their vacation. If an employee leaves prior to June 30, they will be paid accrued and unused vacation days.
- **Will I get paid for sick days?** No, the College does not pay out sick days at termination of employment.

- ***Will I get paid for personal days?*** No, the College does not pay out personal days at termination of employment.
- ***How can I apply for unemployment?***
You can apply for unemployment online; information and guidance can be viewed on the following link: <https://www.ny.gov/services/get-unemployment-assistance>
- ***What types of resources is Concordia College NY providing for me to find another job?***
The College's Human Resources Department:
 - Is searching and/or communicating with other institutions to learn of job openings. This information has been conveyed to employees, and will continue to be provided to our employees as opportunities become known.
 - Is offering assistance in reviewing and providing input to resumes. Please make an appointment by email at humanresources@concordia-ny.edu .
 - Will be partnering with the Director of Career Exploration to provide guidance on job searches, advice on interviewing and to answer related questions via a Zoom meeting, which will be conducted by March 5, 2021. Further details will be emailed by March 1, 2021.
- ***What other resource is Concordia offering now?***
 - Employees are reminded that counseling services are offered through CPS's Employee Assistance Program (EAP) which is administered by Cigna. We encourage you to call the toll-free EAP number at 1-800-822-0244 or visit their website at: www.MyCigna.com .
 - The College is arranging for CPS experts in the areas of health insurance, wellness, retirement (Pension Plan and 403(b) Plan) to conduct informative sessions via Zoom in the near future. Further details, including dates of the Zoom meetings, will be emailed by March 5, 2021.
- ***Who can I call if I have additional questions?***
Please contact the Human Resources Department by telephone at (914) 337-9300, extension 2116, or via email at terry.vidal@concordia-ny.edu.