

Summary of Information upon Separation from Employment with [employer name]

Summarized below are benefits you may receive and information that may assist you related to your separation from employment with the [employer name]. This summary does not create nor is it intended to create an express or implied contract, covenant, promise or representation between the [employer name] and you.

Compensation

You will be compensated consistent with payroll practices of the [employer name] following your date of separation from employment with the [employer name] for any compensation owing to you, which may include unpaid wages earned through last date of payment, unused vacation OR paid time off, and a portion of your sick leave [if HCSP – distributed to your health care savings plan].

Insurance Benefits

You may be eligible for one or both of the following in which you will have to pay all premium costs, unless otherwise provided below:

1. To participate indefinitely in the employer-sponsored hospital, medical, and dental insurance group if you receive a disability benefit or an annuity from a Minnesota public pension plan or you have met age and service requirements necessary to receive an annuity from such a plan. Your participation is subject to the conditions described in Minn. Stat. § 471.61, subd. 2b.
2. To extend your current group (medical, dental, and life) insurance coverage for a period of up to 18 months through the Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law. If applicable, appropriate COBRA documentation will be provided to you.

[If potential disability - Short or Long Term Disability Benefits]

You may be eligible for benefits under your short or long term disability insurance plan. For questions regarding these benefits, you can contact [insert].]

Unemployment Insurance

There are two ways to apply for Minnesota unemployment insurance benefits or otherwise find out more information about unemployment insurance benefits: online at www.uimn.org or phone at 1-877-898-9090 or TTY (for the hearing impaired) at 1-866-814-1252.

Public Employees Retirement Association (PERA)

You may be eligible for PERA benefits. For questions regarding PERA, you can contact PERA toll free at 1-800-652-9026. Information and PERA forms are also available online at www.mnpera.org.

Employee Assistance Program

The [employer name] participates in an Employee Assistance Program (EAP) through [company name], [company address]. EAP is a work-based intervention program designed to identify and assist employees in resolving personal problems. Please do not hesitate to use the services available through the EAP by contacting an [title of contact at company] by phone at [company phone] or by email at [company email address].

Job-Seeking

CareerForce is a business-led network of private, public and nonprofit partners throughout Minnesota committed to helping individuals start, advance or change their career. More information on CareerForce is available online at <https://www.careerforcemn.com/>, by phone at 651-259-7501 or by contacting a local CareerForce location.

Other Public Support Programs

You may be eligible for additional public support programs. To find out what programs you may be eligible for and how to apply for such programs, you can go to the website of Bridge to Benefits at <http://mn.bridgetobenefits.org/>. Bridge to Benefits is a multi-state project that links individuals and families to public support programs and tax credits.

Questions and Assistance

Any questions that you may have or assistance required regarding the foregoing should be directed to [employee name], [employee title], by phone at [phone], email at [email], or in person.