



**Ben McAdams**  
Salt Lake County Mayor

**HUMAN  
RESOURCES  
DIVISION**

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## Steps to Retirement

- 1) Call URS Three Months Prior to Retiring to make an appointment with a counselor or to request an application packet be sent to you (801-366-7700). You can access information regarding plan options or calculate your retirement benefit at [www.urs.org](http://www.urs.org).
- 2) If you want to purchase future service credit, Call URS at least 45 days prior to retirement to obtain an application and for the cost of the purchase. Your 401K or 457 funds may be used for the purchase. Contact the Mayor's Financial Operations office (385-468-7085) to determine if you are eligible for the County's contribution toward the purchase of retirement service credit. See Human Resources Policy and Procedure #5340 County Contribution to Employees Retirement.
- 3) Determine Your Retirement Date. Retirement date can either be the 1st or 16th of the month after your last day of work.
- 4) Notify your supervisor of your impending retirement date. Employees are encouraged to notify supervisors at least sixty days in advance of their expected retirement date. Employees who give thirty days or more notice, shall receive eight hours of pay in addition to their regular salary, vacation pay, etc.
- 5) For assistance with Medicare and Social Security enrollment, contact Salt Lake County Medicare Specialists at 385-468-3200.
- 6) For Post-Retirement Benefits Contact Salt Lake County Human Resources for a retirement exit interview appointment (385-468-0580). **Only those hired before 12.31.2012 are eligible for Salt Lake County Retiree Health Benefits.**

## a) Health Insurance

- (i) For those under age 65: Select Health & PEHP traditional and high deductible plans are available. **Continuous enrollment in either the HDHP or the PPO plan will keep you qualified for PEHP Medicare supplement at age 65.**
- (ii) \*Rates for retiree only are based *upon years of service with Salt Lake County only*. Dependent coverage is available at full cost of plan.

## b) Dental Insurance

- (a) For those under age 65: Cigna is available. \*Rates for retiree only are based upon years of service with Salt Lake County only. Dependent coverage is available at full cost of plan.
- (i) \*Rates for retiree only are based upon years of service with Salt Lake County only. Dependent coverage is available at full cost of plan.

## c) Medicare Part B &amp; PEHP Medicare Supplement

- (a) For those over the age 65: Must be applied for 60 days prior to turning age 65 or 30 days prior to retirement date whichever comes first.
- (i) \*Rates for retiree only are based upon *years of service with Salt Lake County only*. Dependent coverage is available at full cost of plan.
- (b) Contact Social security for Medicare Part B at 801-524-4115 or 1 (800) 772-1213 or [www.ssa.gov](http://www.ssa.gov)). Must be applied for 60 days prior to turning age 65 or 30 days prior to retirement date whichever comes first.

## d) Life insurance

- (i) For conversion of term life policies, contact PEHP within 60 days of retirement date. (801-366-7495)
- (ii) There is no conversion rights for AD&D
- (iii) Salt Lake County offers a \$1,000 life insurance policy for the retiree only at no cost if the retiree is enrolled in either the retiree medical and/or dental plan.

**Additional Information:**

- In order to continue health and dental plan, you have 60 days from the date of termination of employment to apply for retirement and insurance benefits. If you do not enroll within the 60 days you will be denied any future benefits.
- If you voluntarily discontinue any insurance coverage, you are not eligible at a later date to re-enroll.

**HSAs & Medicare**

- If you enroll in Medicare Part A and/or B, you can no longer contribute pre-tax dollars to your HSA. This is because to contribute pre-tax dollars to an HSA you cannot have any health insurance other than an HDHP.
- Six months prior to enrollment in Medicare or Social Security, you should change the contribution to your HSA to zero dollars per month.
- You may continue to withdraw money from your HSA after you enroll in Medicare to help pay for medical expenses, such as deductibles, premiums, copayments, and coinsurances. If you use the account for qualified medical expenses, its funds will continue to be tax-free.

**Turning 65 & Medicare**

- You're enrolled in Part A (inpatient services) automatically only if you are age 65 or older and receiving Social Security or Railroad Retirement benefits.
- You're enrolled in Part A and Part B (outpatient services like doctor visits, lab work and imaging) automatically if you're collecting Social Security disability benefits or are diagnosed with amyotrophic lateral sclerosis (ALS, or Lou Gehrig's Disease). Otherwise, you must sign up to receive coverage through Medicare.
- For more information on Medicare enrollment, please refer to pages 23 and 24 of Medicare & You 2018 (available online) or call the Social Security Administration customer service center at 1-800-772-1213.

