Employee Exit Guide

King County
Benefits and Retirement Operations

This guide provides information and forms, and lists the things to do and resources to contact when you leave county employment. (Phone numbers are provided for most resources; where no TTY phone number is listed, please call 711 to access the resource through the TTY Relay Service.)

For additional information, please refer to the collection of benefit plan booklets in "Your King County Benefits" and attend an Exit Class. "Your King County Benefits" and class information are available from Benefits and Retirement Operations:

- Go to www.metrokc.gov/finance/benefits
- E-mail kc.orientations@ metrokc.gov
- Call 206-684-1556.

We've made every attempt to ensure the accuracy of this information. However, if there is any discrepancy between the benefit descriptions and the insurance contracts or other legal documents, the legal documents will always govern. King County intends to continue benefit plans indefinitely, but reserves the right to amend or terminate them at any time in whole or in part, for any reason, according to the amendment and termination procedures described in the legal documents. King County, as plan administrator, has the sole discretionary authority to determine eligibility for benefits and to construe the terms of the plans. This information doesn't create a contract of employment between King County and any employee.

Call 206-684-1556 for alternate formats.

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Section 1: Letting Key Personnel Know You're Leaving

When you leave employment, you need to submit a Termination Notice to your supervisor, payroll clerk/personnel representative and Benefits and Retirement Operations. If your personnel unit doesn't have its own notice, use the Termination Notice on the last page of this guide.

The Termination Notice gives your payroll clerk/personnel representative information to:

- Process your final paycheck and W-2 form
- Enter your status change in the payroll system (the payroll system, in turn, reports your status change to the Washington State Department of Retirement Systems and T. Rowe Price, the county's deferred compensation plan administrator)
- Submit a retirement service award request form (if you're retiring, you receive a commemorative plaque and personal letter from the King County Executive).

Your Termination Notice also gives Benefits and Retirement Operations the information it reports to Associated Administrators Inc., the county's COBRA/retiree benefits administrator. When AAI receives the information, it contacts you about continuing your health benefits.

After the payroll system reports your status change to the Department of Retirement Systems and T. Rowe Price, you can contact DRS about your retirement contributions. If you participate in the deferred compensation plan, T. Rowe Price will contact you about your deferred compensation funds.

It can take up to several months after giving notice to make final arrangements for health coverage, retirement system contributions and deferred compensation funds. To speed the process along, make sure your status change is entered in the payroll system as quickly as possible.

✓ Tasks

- ☐ *Submit a Termination Notice to your supervisor at least two weeks before leaving. If your personnel unit doesn't have its own form for this purpose, use the Termination Notice on the last page of this guide. Provide copies of the notice to your supervisor, payroll clerk/personnel representative and Benefits and Retirement Operations.*
- ☐ *Check with your payroll clerk/personnel representative after giving notice to make sure your status change has been entered in the payroll system and, if you're retiring, a retirement service award request form has been submitted.*
- ☐ *If you're a represented employee, check with your union to see if there are any union-related tasks to complete.*

Section 2: Bus Pass/ID/Keycard and Other Property

Return your employee bus pass/ID/keycard and other county property in person or via certified mail to your supervisor by your last day of employment. If you retire from the Metro Transit Division of the Department of Transportation you may be eligible through your union agreement for a retiree bus pass.

✓ Tasks

- ☐ *Return your employee bus pass/ID/keycard and other county property (keys, cell phones, special equipment, etc.) to your supervisor by your last day of employment.*
- ☐ *If you retire and are eligible for a retiree bus pass, you need copies of your last Department of Retirement Systems statement and the DRS letter confirming receipt of your application to retire (see page 11) to apply for the pass. For details, contact Metro Transit Human Resources in the King Street Center at 206-684-1179.*

Section 3: Final Paycheck and W-2 Form

Your final paycheck is issued two weeks to a month after you leave work, depending on when your last paid day of employment falls in the payroll cycle. Use the Termination Notice to specify how you want your final paycheck and W-2 form processed (your W-2 form is mailed to you at the end of January the year after you leave).

If you:

- Have been employed by the county for at least six months, your final paycheck includes pay for unused vacation leave
- Leave employment but don't retire, you lose sick leave accruals (sick leave accruals are restored if you're a career service employee, return within two years and were in good standing when you left)
- Retire, your final paycheck includes pay for unused sick leave (generally $.35 on the dollar, though rates may vary under different union agreements).

✓ Tasks

☐ *If you have payroll deductions for savings, loans or flexible spending accounts taken from your paycheck, contact the recipients to make other payment provisions 30 days before leaving.*

King County Credit Union	*www.kccu.com*	*206-382-1888*
Qualstar Credit Union	*www.qualstarcu.com*	*1-800-848-0018*
Associated Administrators Inc.	*flex@aai-tpa.com*	*1-800-334-4340 or 1-800-428-4833 TTY*

☐ *If you're a Transit employee and retire, provide a copy of your last DRS statement and a copy of the DRS letter confirming receipt of your application to retire (see page 11) to your payroll clerk/personnel representative as soon as possible. The statement and letter are required to cash out unused sick leave.*

☐ *Your Termination Notice lets you specify how you want your final paycheck and W-2 form processed and where your COBRA/retiree benefits information should be sent. If you move after submitting the Termination Notice, be sure to provide your payroll/personnel representative with an updated mailing address.*

Section 4: COBRA

► Eligibility

If you have county health coverage on your last day of employment, it continues through the last day of the month you leave. When county-paid coverage ends, you and your covered family members may pay to continue coverage under COBRA (provided your employment ends for reasons other than gross misconduct). If you leave employment due to retirement, you may also pay to continue coverage under retiree benefits, an alternative to COBRA (see Section 5).

Generally, you may continue health coverage under COBRA for up to 18 months. However, if you leave employment due to a disability (as determined by the Social Security Administration), you may be eligible to continue coverage for up to 29 months.

When Benefits and Retirement Operations receives your Termination Notice, the information is transmitted to Associated Administrators Inc., the county's COBRA and retiree benefits administrator. AAI contacts you regarding your COBRA options. You have 60 days after your county coverage ends to make your COBRA elections or, if later, 60 days from the date of AAI's letter notifying you of your options. If you elect COBRA continuation coverage, you must make the initial payment by the 45th day after electing it. There is no lapse in

coverage – self-paid benefits begin when county-paid benefits end, even if retroactive processing and payments are required.

► Plan Options

You may pay to continue different combinations of your health plans under COBRA. Your plan options are explained in the information you receive from AAI. To continue a plan under COBRA, you must be covered under the plan on your last day of employment. For example, to continue medical, you must have medical on your last day; you can't continue medical if you don't have it.

If you're a	You may pay to continue ....
Regular employee Full-time Local 587 employee Part-time Local 587 employee in Plan 2	These combinations of the health plans you have on your last day of employment: ● Medical, dental and vision ● Medical ● Dental and vision (if you don't have medical on your last day)
Part-time Local 587 employee in Plan 1 or 3	These combinations of the health plans you have on your last day of employment: ● Medical, dental and vision ● Medical ● Dental and vision (if you don't have medical on your last day) ● Medical and dental (if you don't have vision on your last day) ● Medical and vision (if you don't have dental on your last day) ● Vision (if you don't have medical and dental on your last day)
Deputy sheriff	These combinations of the health plans you have on your last day of employment: ● Medical/vision and dental (vision is included in deputy sheriff medical plans) ● Medical/vision ● Dental (if you're a LEOFF 1 retiree)

When you continue medical coverage (medical/vision coverage if you're a deputy sheriff) under COBRA, you may not change plans until the next open enrollment, with one exception: You may change medical plans between open enrollments if you relocate out of your current plan's coverage area and notify AAI with proof of your new permanent address and the availability of coverage under another King County plan in your new location.

If you elect COBRA between the county open enrollment period and the following January, AAI provides you open enrollment information and the opportunity to change medical plans effective January 1. (As long as you remain on COBRA, you receive open enrollment materials and have the opportunity to change medical plans each year.)

► Family Coverage Options

You may continue covering the same family members who were covered on the last day of your employment or you may drop any of them from coverage anytime. You may add new family members for coverage if you contact AAI within 30 days of any of the following qualifying events:

- Marriage or establishment of a domestic partnership
- Significant change in your spouse's/domestic partner's coverage through his/her employment
- Birth or placement for adoption of a child (you have up to 60 days to contact AAI when adding a newborn)
- Placement of a legal ward (foster child, child placed with you as a legal guardian or child named in a Qualified Medical Child Support Order as defined under federal law and authorized by the plan).

Family members covered on your last day of employment have their own COBRA rights if they lose coverage through you. However, family members added after you elect COBRA coverage don't have separate COBRA rights, except for newborns and newly adopted children.

► When Coverage Ends

COBRA coverage ends the:

- Last day of the month you or your family member:
  - Fails to make the required payments within 30 days of the due date
  - Becomes covered under another group health plan after electing COBRA (unless the plan limits or excludes coverage for a preexisting condition of the individual continuing coverage)
  - Becomes entitled to Medicare benefits after electing COBRA
  - Reaches the end of your maximum COBRA coverage period or
  - Is no longer disabled as determined by the Social Security Administration and has exhausted the designated months of COBRA coverage
- Day:
  - The plan terminates or
  - You or your family member dies (if you die your covered family members may extend their coverage up to 36 months from the date their COBRA coverage started).

When you're no longer covered under COBRA, you may convert your county group medical plans to individual plans by contacting your carriers or you may purchase individual coverage. Coverage and costs of converted medical plans may differ from group plans; conversion isn't available for dental and vision.

✓ Tasks

☐ *AAI contacts you regarding COBRA options within 30 days after you leave, but you may contact them sooner for details at 1-800-320-2915 or 1-800-428-4833 TTY, or by e-mail at cobra@aai-tpa.com.*

☐ *If you lose COBRA coverage, contact your plan carrier to convert from your group medical plan to an individual plan or contact Statewide Health Insurance Benefits Advisors (SHIBA) for assistance finding other individual coverage.*

KingCare	*www.kingcare.com*	*1-800-654-3250*
Group Health	*www.ghc.org*	*1-888-901-4636*
Regence BlueShield	*www.regence.com*	*1-888-344-8234*
PacifiCare	*www.pacificare.com*	*1-800-932-3004*
SHIBA	*www.insurance.wa.gov/ consumers/shiba*	*1-800-397-4422*

Section 5: Retiree Benefits

► Eligibility

If you have county health coverage on your last day of employment, it continues through the last day of the month you retire. When county-paid coverage ends and you begin drawing a retirement pension, you and your covered family members may pay to continue coverage under retiree benefits if you meet all these qualifications:

- Have county health benefits on your last day of employment
- Have worked for King County for at least five consecutive years before you retire
- Aren't eligible for Medicare
- Aren't covered under another group medical plan, and
- Meet the requirements for formal service or disability retirement under the Washington State Public Employees Retirement Act or City of Seattle retirement plan (which applies only if you elected to remain under the City of Seattle system by formal agreement between the county and city).

Retiree benefits are an alternative to COBRA. If you elect retiree benefits you waive your COBRA rights. You need to consider the differences in choosing between retiree and COBRA benefits, as shown in the following table.

	Retiree Benefits	COBRA
Health coverage available	Medical and vision (regular and part-time Local 587 employees) Medical/vision (deputy sheriffs)	Medical, dental and vision (regular employees and part-time Local 587 employees) Medical/vision and dental (deputy sheriffs)
Length of time coverage available	Until you become eligible for Medicare	18 months maximum (29 months if you leave employment due to a Social Security verified disability)
Change medical plans between open enrollments	No	Yes, if you relocate out of your current plan's coverage area and notify AAI with proof of your new permanent address and the availability of coverage under another King County plan in your new location

When Benefits and Retirement Operations receives your Termination Notice, the information is transmitted to Associated Administrators Inc., the county's COBRA and retiree benefits administrator. AAI contacts you regarding your retiree benefits options. You have 60 days after your county coverage ends to make your retiree benefits elections or, if later, 60 days from the date of AAI's letter notifying you of your options. If you elect retiree benefits, you must return a copy of your DRS letter confirming receipt of your application to retire and the initial payment by the 45th day after electing them (if you return payment without the copy of your DRS letter, AAI will default you to COBRA coverage). There is no lapse in coverage – self-paid benefits begin when county-paid benefits end, even if retroactive processing and payments are required.

► Plan Options

You may pay to continue different combinations of your health plans under retiree benefits, except dental; dental coverage is not available under retiree benefits. Your plan options are explained in the information you receive from AAI. To continue a plan under retiree benefits, you must be covered under the plan on your last day of employment. For example, to continue medical, you must have medical on your last day; you can't continue medical if you don't have it.

If you're a	You may pay to continue ....
Regular employee Full-time Local 587 employee Part-time Local 587 employee in Plan 1, 2 or 3	These combinations of the health plans you have on your last day of employment: ● Medical and vision ● Medical ● Vision (if you don't have medical on your last day)
Deputy sheriff	Medical/vision (if you're LEOFF 1, the county pays to continue your coverage and you may pay to continue coverage for family members; you may also pay to continue dental under COBRA)

If you elect retiree benefits between the King County open enrollment period and the following January, AAI provides you open enrollment information and the opportunity to change medical plans effective January 1. (As long as you remain on retiree benefits, you receive open enrollment materials and have the opportunity to change medical plans each year.)

► Family Coverage Options

You may continue covering the same family members who were covered on the last day of your employment or you may drop any of them from coverage anytime. You may add new family members for coverage if you contact AAI within 30 days of any of the following qualifying events:

- Marriage or establishment of a domestic partnership
- Significant change in your spouse's/domestic partner's coverage through his/her employment

- Birth or placement for adoption of a child (you have up to 60 days to contact AAI when adding a newborn)
- Placement of a legal ward (foster child, child placed with you as a legal guardian or child named in a Qualified Medical Child Support Order as defined under federal law and authorized by the plan).

Family members covered on your last day of employment have COBRA rights if they lose coverage through you. However, family members added after you elect retiree benefits coverage don't have COBRA rights, except for newborns and newly adopted children.

If you elect retiree benefits for yourself and family and die, divorce or terminate a domestic partnership, or a dependent child loses "dependent child" status, family members who lose coverage due to the event may pay to continue their retiree benefits under COBRA for up to 36 months.

► When Coverage Ends

Retiree benefits end the:
- Last day of the month you:
  - Fail to make the required payments within 30 days of the due date
  - Become covered under another group health plan after electing retiree benefits (unless the plan limits or excludes coverage for your preexisting condition) or
  - Become entitled to Medicare benefits after electing retiree benefits
- Day:
  - The plan terminates
  - You die (if you die your covered family members may extend their coverage under COBRA for up to 36 months from the date of your death).

If you retire and elect retiree benefits for you and your qualified family members before you become entitled to Medicare, the retiree benefits end for everyone when you become Medicare entitled. When this occurs:
- You may apply for Medicare supplemental insurance for yourself through AAI. The supplemental insurance is the Secure Horizons Medicare+Choice available to you from PacifiCare. To qualify, you must contact AAI and apply within 30 days of when your retiree benefit coverage ends.
- Your family members have no options to continue their county benefit coverage. (COBRA may provide a longer period of continuation coverage for qualified family members than retiree benefits, based on the date you retire and the date you become Medicare entitled. For more information, contact Benefits and Retirement Operations.)

If you retire when or after you become entitled to Medicare, you and your family members are not eligible for retiree benefits but:
- You may apply for Medicare supplemental insurance for yourself through AAI, as described in the previous paragraph.
- Your qualified family members may continue county benefit coverage under the provisions of COBRA (up to 36 months from the date of your Medicare entitlement).

✓ Tasks

☐ *AAI contacts you regarding retiree benefit options within 30 days after you retire, but you may contact them sooner for details at 1-800-320-2915 or 1-800-428-4833 TTY, or by e-mail at cobra@aai-tpa.com.*

☐ *If you become eligible for Medicare benefits, you may apply for the Secure Horizons Medicare+Choice plan from PacifiCare. Call 1-800-829-2925 ext. 7482, 1-800-647-7328 or 1-800-387-1074 TTY.*

☐ *For other retirement insurance information, go to the Statewide Health Insurance Benefits Advisors Web site, www.insurance.wa.gov/consumers/shiba or call 1-800-397-4422.*

Section 6: Cost of COBRA/Retiree Benefits

Monthly cost for COBRA and retiree benefits is based on what King County pays to provide the same coverage to active employees. The rates are subject to periodic adjustment.

To figure your monthly cost, refer to the following tables. For example, if you're a regular employee who elects only KingCare Basic medical coverage for yourself and dependent children, the cost in 2005 is $344.35 + $275.48 = $619.83 per month.

The rate for dependent child(ren) applies to one child or several, as long as you or your spouse also elects coverage for yourself. If you or your spouse doesn't elect coverage for yourself, the first child pays the same rate as you and the dependent child(ren) rate applies to all additional children. Each non-dependent child pays the same rate as you.

► Monthly Cost for Regular and Part-Time Local 587 Employees

Health Plan	You	Spouse/Domestic Partner	Dependent Child(ren)
KingCare Basic	*2004* ► $ 342.59 *2005* ► $ 344.35	*2004* ► $ 342.59 *2005* ► $ 344.35	*2004* ► $ 274.07 *2005* ► $ 275.48
KingCare Preferred	*2004* ► $ 407.49 *2005* ► $ 409.30	*2004* ► $ 407.49 *2005* ► $ 409.30	*2004* ► $ 326.00 *2005* ► $ 327.43
Group Health*	*2004* ► $ 307.99 *2005* ► $ 317.23	*2004* ► $ 350.01 *2005* ► $ 360.51	*2004* ► $ 321.63 *2005* ► $ 331.28
Washington Dental Service *Available only under COBRA*	*2004* ► $ 60.38 *2005* ► $ 62.30	*2004* ► $ 60.38 *2005* ► $ 62.30	*2004* ► $ 48.31 *2005* ► $ 49.85
Vision Service Plan	*2004* ► $ 9.65 *2005* ► $ 9.76	*2004* ► $ 9.65 *2005* ► $ 9.76	*2004* ► $ 7.72 *2005* ► $ 7.80

* For Group Health the figures shown are for regular and full-time Local 587 employees, and part time Local 587 employees in Plan 2. Due to different utilization and experience ratings, Group Health charges different rates for part-time Local 587 in Plan 1/3. In 2005 the Group Health rates for Plan 1/3 are: $317.34 for you, $317.41 for your spouse/DP and $253.32 for your dependent child(ren).

► Monthly Cost for Deputy Sheriffs

Health Plan	You	Spouse/Domestic Partner	Dependent Child(ren)
Regence BlueShield	*2004* ► $ 391.07 *2005* ► $ 384.19	*2004* ► $ 391.07 *2005* ► $ 384.19	*2004* ► $ 340.43 *2005* ► $ 334.44
PacifiCare	*2004* ► $ 403.32 *2005* ► $ 435.12	*2004* ► $ 322.69 *2005* ► $ 348.14	*2004* ► $ 262.16 *2005* ► $ 282.85
Group Health	*2004* ► $ 285.30 *2005* ► $ 347.60	*2004* ► $ 324.24 *2005* ► $ 395.03	*2004* ► $ 298.34 *2005* ► $ 363.48
Washington Dental Service *Available only under COBRA**	*2004* ► $ 64.04 *2005* ► $ 67.70	*2004* ► $ 64.04 *2005* ► $ 57.70	*2004* ► $ 51.22 *2005* ► $ 54.15

* Since King County pays medical/vision coverage for LEOFF 1 retirees, LEOFF 1 retirees may pay to continue dental under COBRA.

Section 7: Life, AD&D and LTD Insurance

If you have life, accidental death and dismemberment (AD&D) or long term disability (LTD) insurance when you leave employment, coverage continues through the last day of the month you leave.

When you end employment with the county for reasons other than disability, you may continue the basic and enhanced group term life insurance that you had on your last day of employment up to $500,000. This is called "portability." Premiums for the continued coverage are paid directly to Aetna and the age-specific group rates may differ from the rates paid by active employees. If you continue coverage, you may also continue the enhanced group term life insurance you had on your last day of employment for your spouse/domestic partner until he/she is age 65 up to $25,000 and your dependent children until they are age 19 (23 if solely dependent on you for support) up to $5,000.

AD&D and LTD insurance may also be converted to individual policies. To convert life, AD&D or LTD to individual policies, you must contact the plan carriers and apply within 31 days of when your county coverage ends.

✓ Task ☐ *If you wish to convert from group to individual policies, call and apply within 31 days of when your group coverage ends.*

Life (Aetna)	*1-800-826-7448*
AD&D (CIGNA)	*1-800-441-1832 or 1-800-336-2485 TTY*
LTD (CIGNA)	*1-800-441-1832 or 1-800-336-2485 TTY*

Section 8: Flexible Spending Accounts

► Health Care Flexible Spending Account

If you leave employment you may continue participating in your Health Care FSA (contributing to the account and requesting reimbursements) through the end of the calendar year as long as you elect to continue the FSA under COBRA. You have until March 31 of the following year to submit reimbursement requests for expenses incurred during the calendar year while under COBRA.

If you leave employment and don't continue your Health Care FSA under COBRA, your participation in your FSA ends the day you leave employment. You have until March 31of the following year to submit reimbursement requests for expenses incurred through the date you leave.

► Dependent Care Flexible Spending Account

If you leave employment your participation in your Dependent Care FSA ends the day you leave employment. You have until March 31of the following year to submit reimbursement requests for expenses incurred through the date you leave.

✓ Task ☐ *If you have FSAs, contact AAI for more information before you leave at 1-800-334-4340 or 1-800-428-4833 TTY, fax 1-800-979-8987 or e-mail flex@aai-tpa.com. For more information, go to www.aai-pca.com.*

Section 9: State Retirement System

The Washington State Department of Retirement Systems is automatically notified by the county payroll system when you leave employment, but you need to contact DRS 60 to 90 days before you leave. This allows DRS time to send you information about retirement contribution options and process the option you choose as soon as possible after you leave.

► If You Retire

If you retire, ask DRS for:
- A schedule of retirement planning seminars (DRS recommends attending a seminar two to five years before you retire, but it's never too late)
- An estimate of your retirement benefits
- An application for retirement.

After you submit your application for retirement, DRS sends you a letter confirming its receipt. Then, shortly before you retire, DRS sends you another letter confirming your retirement benefit.

If you're a Transit employee, you'll need copies of your estimate of retirement benefits (or last DRS statement) and the DRS letter confirming receipt of your application to retire to apply for a retiree bus pass and cash out unused sick leave.

► If You Leave Employment But Don't Retire

Generally, if you leave King County employment but don't retire, you have three options:
- Leave your contributions in your DRS plan (you may be eligible for a retirement benefit in the future, depending on the rules of your plan)
- Transfer your funds directly from your plan to a qualified tax-deferred retirement account (like an IRA)
- Withdraw your contributions (you'll need a withdrawal of retirement contributions form from DRS).

If you transfer or withdraw funds from your plan, you may restore your withdrawn contributions (with interest):
- When you return to employment with King County or another DRS-participating employer
- Within five years of your reinstatement or prior to retirement, whichever comes first.

(If you're a member of PERS 3, the rules for restoring withdrawn funds are different; refer to your member handbook or contact DRS.)

To withdraw retirement contributions, submit a withdrawal of retirement contributions form to DRS. It can take DRS 60 to 90 days after you leave to issue the check.

✓ Tasks

☐ *Contact DRS 60 to 90 days before you leave at 1-800-547-6657 or e-mail recep@drs.wa.gov. For more information, go to www.drs.wa.gov/member.*

☐ *If you're a member of the City of Seattle Retirement System, call 206-386-1292.*

Section 10: Deferred Compensation

T. Rowe Price, King County's deferred compensation administrator, is automatically notified when you leave employment and sends you information explaining your deferred compensation options. You may withdraw your funds in a lump sum, partial lump sums, installments or an annuity; transfer them to another plan; or keep them in the King County plan. If you elect withdrawal and your balance is less than $5,000 or the monthly payments you elect are less than $100, the full account balance will be paid to you in a lump sum.

Designate your option on the forms included in the information T. Rowe Price sends. If you choose to withdraw your funds, you receive them within 60 days after you return the forms.

To maximize your return on deferred compensation investments, plan before you leave employment – attend a quarterly deferred compensation planning seminar. For details, go to www.metrokc.gov/finance/otherbenefits/dcsem.htm or call 206-684-1678.

✓ Task ☐ *T. Rowe Price contacts you regarding your deferred compensation plan options within 60 days of when you leave, but you may contact them sooner for details at 1-888-457-5770 or through the Web, http://rps.troweprice.com/kingcounty/retirementplan.*

Section 11: Code of Ethics Provisions for Post Employment

The King County Code of Ethics (K.C.C. 3.04.035) includes provisions to ensure the highest level of ethical conduct in all county transactions after you leave county employment. The provisions are summarized below. If you're uncertain whether or not the provisions apply to you, or if you have any other questions, contact the King County Board of Ethics.

For one year after you leave county employment, you:

- May not have a financial or beneficial interest in a contract or grant that was planned, authorized or funded by a county action in which you participated during your employment
- May not assist a person, whether or not for compensation, in any county action in which you participated during your employment (you're not, however, prohibited from rendering assistance to county employees in the course of employee organization business)
- Must first disclose your past county employment in writing to the department considering or taking county action before you participate.

Additionally, after you leave county employment you may not:

- Disclose or use any privileged or proprietary information gained by reason of your former employment for your personal benefit or the personal benefit of a member of your immediate family unless the information is a matter of public knowledge or is available to the public on request
- Assist any person whether or not for compensation on matters in which you're personally prohibited from participating.

After you leave county employment it's okay to render assistance to a person if the assistance is provided without compensation in any form and limited to:

- Providing names, work addresses and work telephone numbers of county agencies or employees to the extent the information is available as a matter of public record under state law
- Providing free transportation to another for the purpose of conducting business with a county agency
- Assisting another person in obtaining or completing forms required by a county agency for the conduct of county business
- Assisting the poor or infirm or
- Engaging in conduct that is protected by the constitutions or laws of Washington State or the United States.

It's also okay to accept future employment with the county at any time, including employment with your former department, and (except as otherwise provided in this section of the Code of Ethics) you may appear before the county or seek a county action on your own behalf to the same extent other persons may appear before or seek actions by the county.

✓ Task ☐ *If you're uncertain whether or not these post-employment provisions apply to you, contact the King County Board of Ethics at 206-296-1586 or e-mail board.ethics@metrokc.gov. For more information, go to www.metrokc.gov/ethics.*

Section 12: Working After Retirement

You may retire from King County and go to work for a private employer or a public employer not covered by a Department of Retirement Systems pension plan without affecting your state retirement system pension. However, if you retire from King County and return to work for King County or any public employer covered by a DRS pension plan:

- Under no circumstances may you plan (either verbally or in writing) post-retirement employment with King County before you retire
- You're limited in terms of when you may return to work and the total hours per year you may work before your pension is affected.

For details, contact DRS before you return to work.

✓ Task ☐ *Contact DRS if you plan to return to work after you retire at 1-800-547-6657 or e-mail recep@drs.wa.gov. For more information, go to www.drs.wa.gov/member.*

Section 13: Other Things to Know and Do

► Affirmative Action Questionnaire

If you leave employment, please complete and return the Affirmative Action Questionnaire (page 15) to Diversity Management Services. Information gathered through the questionnaire helps King County monitor affirmative action efforts.

► Making Life Easier Program

The Making Life Easier Program offers free and confidential personal counseling services (24 hours a day, seven days a week) to all benefit-eligible employees, dependent family members (whether home or away) and anyone living in your household:

- Up to eight personal counseling sessions with a professional counselor
- Advice for coping with the stress of transition
- Credit and legal consultation
- Mortgage assistance
- Child care resource and referral
- Mildly sick child care
- Adult and elder care.

If you're laid off, Making Life Easier Program services are available to you up to 60 days after you leave employment; call 1-888-874-7290.

► Career and Employment Counseling

The Career and Employment Center in the King Street Center offers career counseling services at no charge – whether you stay with King County or leave:

- Reference and resource materials
- Internet access
- Skills assessment
- Resume writing
- Training for job searches, interviewing and using computers.

Contact the Career and Employment Center at 206-263-6484 or stop by the King Street Center location 9 a.m.-4 p.m. Monday through Friday. For more information, go to www.metrokc.gov/kcdot/jobs/center.

► Dislocated Worker Program

If you're laid off, the King County Dislocated Worker Program offers resources and referrals to help find other employment. Program services include assessment, referral, training, career counseling and job search assistance. Services are available at WorkSource locations in Auburn, Bellevue, Renton, and Seattle (three locations).

Contact the Dislocated Worker Program at 206-205-3500. For more information, go to www.metrokc.gov/dchs/csd/worktraining/dislocated.htm.

► Unemployment Insurance

If you leave employment with King County for reasons other than retirement, you may qualify for unemployment insurance. To find out, contact Washington State Employment Security at 206-766-6000 (in Seattle) or 1-800-362-4636 (outside Seattle). For more information, go to www.wa.gov/esd.

► Social Security

If you leave employment due to a disability or are 62 or older, contact the Social Security Administration regarding your eligibility for benefits. Contact the Social Security Administration before you leave at 1-800-772-1213. For more information, go to www.ssa.gov.

Affirmative Action Questionnaire

Confidential

King County

The information on this form is used for statistical reporting purposes. Names and specific incidents aren't used to identify individuals unless approval is given in writing to do so. Please return this form to Diversity Management Services, Yesler Building YES-ES-0530, 400 Yesler Way, Seattle WA 98104-2683.

Name _____ Race _____ Sex ☐ M ☐ F Disabled ☐ Yes ☐ No

Position _____ Dept _____ Div _____

Length of time position held _____ Length of time in career/civil service _____

Reason for leaving (if leaving for another job, state where) _____

Do you feel you were given adequate training to do your present job? _____

Do you feel King County provided opportunities to meet career development needs? _____

Do you feel you were given fair consideration for promotion within King County and your department? _____

Do you feel there was adequate support and acceptance demonstrated by coworkers?_____

By supervisors? _____

Do you feel there was adequate communication from upper-level management and supervisors to you and coworkers?

Would you work for King County or your department again or recommend King County employment to others?

Do you feel King County has made an affirmative effort to hire and promote women and minorities in all King County positions within your department and throughout King County employment?

Other comments you may wish to make _____

Employee signature _____ **Date** _____

Termination Notice

King County

If your personnel unit doesn't have its own form for providing written notice, use this notice when you leave employment. Update your mailing address in the space provided if you're moving! Make three copies and:

- Give one to your supervisor
- Give one to your payroll clerk/personnel representative for payroll system data entry and delivery of your final paycheck and W-2 form.
- Mail or fax one to Benefits and Retirement Operations to ensure COBRA/retiree benefits notification. The address is Exchange Building EXC-ES-0300, 821 Second Ave., Seattle WA 98104-1598. The fax number is 206-684-1925.

Last name _____ First _____ MI _____

PeopleSoft payroll ID or Soc Sec No _____

Paid ☐ 5th and 20th each Month ☐ Every other Thursday

Mailing address for final paycheck (unless other handling specified below), W-2 and COBRA/retiree benefits information …

Street _____ Apt No _____

City _____ State _____ ZIP _____

Don't mail final paycheck; instead (specify) _____

_____

Home phone (_____)_____ Other phone (_____)_____

Home e-mail address _____

Department _____ Division _____

Work phone (_____)_____ Mail stop _____

Last day worked (physically on job) _____

Last day on paid status (confirm with your payroll clerk/personnel representative) _____

If on leave of absence after last day worked, check all that apply ☐ Paid leave ☐ Unpaid leave ☐ FMLA/KCFML

Other _____

I have formally applied for retirement ☐ No ☐ Yes (if yes, indicate effective date)_____

If your spouse/domestic partner works for King County, provide his/her name (it can affect your post-employment benefit options) _____

The information I've provided is correct and complete. I understand I must return all county-owned property (bus pass/ photo ID/keycard, keys, cell phones, special equipment, etc.) in my possession by my last day at work.

Employee signature _____ **Date** _____

☐ Supervisor copy
☐ Payroll clerk/personnel representative copy
☐ Benefits and Retirement Operations copy