Lay: Retirement Checklist

Employee Name: ____________________________ Date of Retirement: ____________________________

Employer Name: ____________________________ City: ____________________________

This checklist and the retirement guidelines on the following pages provide general directions in the event a lay employee retires and is eligible for benefits from one of the plans or policies listed below that are sponsored or administered by The Church Pension Fund and its affiliates (referred to as “the Church Pension Group” or “CPG”) and will guide you to:

1. Provide direction on where to obtain detailed benefit plan information
2. Terminate plan participation and benefit coverage

Use this table to track progress on benefit enrollments:

<table>
<thead>
<tr>
<th>Plan/Products</th>
<th>Date Communicated to Lay Employee</th>
<th>Termination Deadline</th>
<th>Date Terminated</th>
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</thead>
<tbody>
<tr>
<td>Group Medical Coverage*</td>
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<tr>
<td>Group Dental Coverage</td>
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<tr>
<td>Group Life Insurance</td>
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<tr>
<td>Disability Coverage:</td>
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<tr>
<td>Short-Term Disability</td>
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<tr>
<td>Long-Term Disability</td>
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<tr>
<td>The Episcopal Church Lay Employees’ Defined Contribution Retirement Plan (Lay DC Plan)</td>
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<tr>
<td>The Episcopal Church Lay Employees’ Retirement Plan (Lay DB Plan) and</td>
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<tr>
<td>The Episcopal Church Lay Employees’ Death Benefit Plan (Lay Death Benefit Plan)</td>
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<tr>
<td>The Episcopal Church Retirement Savings Plan (RSVP)</td>
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<tr>
<td>Other employee products:</td>
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<tr>
<td>Supplemental Group Life Insurance</td>
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<tr>
<td>Annuities</td>
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<tr>
<td>Individual Life Insurance</td>
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</tbody>
</table>

*Medical Coverage generally includes Prescription Drugs, Vision, Employee Assistance Program and Health Advocate.

Unless otherwise noted, websites referenced herein that are outside the www.cpg.org domain are not associated with The Church Pension Fund and its affiliates (collectively, the “Church Pension Group”) and the Church Pension Group is not responsible for the content of any such website.

Please note that this document is provided for informational purposes only and should not be viewed as investment, tax or other advice. In the event of a conflict between this document and the official plan documents, the official plan documents will govern. The Church Pension Fund and its affiliates retain the right to amend, terminate or modify the terms of any benefit plans described in this document at any time, without notice and for any reason.
Lay: Retirement Guidelines

Group Medical/Dental

**Deadline: 30 days from date of retirement**

1. Provide lay employee with medical and/or dental benefit information

   - Eligible lay employees retiring directly from an Episcopal Institution, before age 65 with at least 5 years of service and their dependents may purchase pre-65 medical/dental coverage. The plan choices are equivalent to those for active employees.

   - Eligible lay employees retiring directly from an Episcopal Institution, at age 65 and over or who are Medicare eligible with at least 5 years of service, may purchase a Medicare Supplement Plan through the Episcopal Church Medical Trust

   - Direct employee to the *Summary of Benefits and Coverage* (pre-65) and the *Medicare Supplement Handbook* (post 65 and Medicare Eligible) or visit [www.cpg.org](http://www.cpg.org) for more detailed information about our *Medicare Supplement and dental plans.*

   - Employees who work for the Episcopal Church after retirement may be eligible for active coverage and should first speak to their employer about eligibility guidelines for work after retirement

   - Direct cleric to call Client Engagement for more information on post-retirement medical and dental plans at (800) 480-9967, Monday – Friday, 8:30AM – 8:00PM ET (excluding holidays)

2. Necessary Actions

   - Diocesan/group administrators terminate coverage through MLPS
     (a tutorial is available in MLPS)

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Review the *Medical Trust Administrative Policy Manual* provided to you or refer to your diocesan/group administrator for complete details on Medical Trust’s policies and eligibility guidelines.

Refer to the *Summary of Benefits and Coverage* and *Medicare Supplement Handbook* for additional plan details.
**Employer-Provided Group Life**

**Deadline: 60 days from date of retirement**

1. **Provide lay employee with group life insurance information**
   - The employee will be sent a conversion letter from Church Life Insurance Corporation (Church Life) with the option to convert any active group life insurance coverage into an individual life insurance policy. Consult with your diocesan or group administrator to determine if Employer-Provided Group Life Insurance is offered to retired lay employees.
   - Employers who are unsure whether or not they have adopted this coverage may contact their diocesan/group administrator or Client Engagement at (800) 480-9967, Monday – Friday, 8:30AM – 8:00PM ET (excluding holidays).
   - Communicate the life insurance coverage amount to employee (if applicable).

2. **Necessary Actions**
   - Terminate active coverage
   - Enroll into retiree coverage (if applicable)
   - Terminations for active coverage and enrollments for retiree coverage can be handled by either the diocesan/group or parish/organization administrator:
     - Diocesan/group administrators use MLPS
     - Parish/organization administrators submit the **Data Collection Form**

Review the **Church Life Administrative Guidelines** for additional details on Church Life Group Life Insurance. Group Life Insurance is an employer-paid benefit.

Billing is monthly; these bills include Medical, Dental, Group Life and Group Disability benefits (if applicable). Remittance information is located on the bill.

**Short-Term Disability**

**Deadline: 60 days from date of retirement**

1. **Provide lay employee with disability coverage information**
   - Retirees are not eligible for Short-Term Disability coverage

2. **Necessary Actions**
   - Terminations for either Employer-Provided or Voluntary coverage can be handled by either the diocesan/group or parish/organization administrator:
     - Diocesan/group administrators use MLPS
     - Parish/organization administrators submit the **Data Collection Form**

Review the **Short-Term Disability Plan Highlights** for additional plan details.

**Long-Term Disability (LTD only)**

**Deadline: 60 days from date of retirement**

1. **Provide lay employee with group disability coverage information**
   - Retirees are not eligible for Long-Term Disability coverage

2. **Necessary Actions**
   - Terminations for either Employer-Provided or Voluntary can be handled by either the diocesan/group or parish/organization administrator:
     - Diocesan/group administrators use MLPS
     - Parish/organization administrators submit the **Data Collection Form**

Review the guides for **Employer-Provided Long-Term Coverage** and for the **Voluntary Long-Term Coverage** for additional plan details. These can be found on [www.cpg.org](http://www.cpg.org).

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Life insurance is issued by or through Church Life Insurance Corporation; 19 East 34th Street, New York, New York 10016 (“Church Life”). Products and features may not be available in all states. Life insurance policies contain exclusions, limitations and restrictions for keeping them in force. For complete details of coverage, including exclusions, limitations and restrictions, the actual policy or certificate should be consulted. If the descriptions of the insurance products in this document conflict with the terms of the actual life insurance policy, then the terms of the actual life insurance policy shall govern.
### Lay DB Plan and Lay Death Benefit Plan or Lay DC Plan

**Deadline:** CPG recommends that employees are terminated within 30 days from date of retirement

<table>
<thead>
<tr>
<th>1. Provide lay employee with the Lay DB or Lay DC pension plan information</th>
<th>Lay DB Plan and Lay Death Benefit Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Direct employee to contact Client Engagement at (866) 802-6333, Monday – Friday, 8:30AM – 8:00PM ET (excluding holidays) at least 3 months prior to retirement</td>
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<tr>
<td>• Refer to the <em>Guide to Benefits Under the Lay Defined Benefit Plan</em> for complete plan details</td>
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<tr>
<td>• Direct the employee to the <em>Lay Defined Benefit</em> page on <a href="http://www.cpg.org">www.cpg.org</a> for more information</td>
<td></td>
</tr>
</tbody>
</table>

**Lay DC Plan**

- Direct employee to contact Fidelity for retirement and distribution options at (877) 208-0092, Monday – Friday, 8:30AM – 12:00AM ET (excluding holidays) or visit [www.netbenefits.com](http://www.netbenefits.com)
- For information on distribution options, refer retired employee to *Your Guide to Getting Starting* for more details
- Direct the employee to the *Lay Defined Contribution* page on [www.cpg.org](http://www.cpg.org) for more information

<table>
<thead>
<tr>
<th>2. Necessary Actions</th>
<th>Lay DB Plan</th>
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</thead>
<tbody>
<tr>
<td>• Parish/organization administrator submits the retirement/termination date on Section 3 of the Pension Assessment Notice</td>
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</tbody>
</table>

**Lay DC Plan**

- Parish/organization administrator submits a *Participant Change Form* reporting the date of retirement (employee will not have access to withdraw funds until this status change is reported)
- Ensure that all contributions are sent to Fidelity prior to submitting the *Participant Change Form*
- **Note:** if applicable, this form needs to be completed in addition to the notice on the Pension Assessment Notice noted in the Lay DB section above


### RSVP

**Deadline:** CPG recommends that employees are terminated within 30 days from date of retirement

<table>
<thead>
<tr>
<th>1. Provide lay employee with the RSVP information</th>
<th>Lay employees may not participate in the RSVP unless they are actively employed within the Episcopal Church</th>
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</thead>
<tbody>
<tr>
<td>• Employees who work after retirement for a different employer may submit an <em>Employee Application for Membership Form</em> through their new employer to reinstate active participation</td>
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</tr>
<tr>
<td>• Direct employee to call Client Engagement for more information on continued participation at (866) 802-6333, Monday – Friday, 8:30AM – 8:00PM ET (excluding holidays)</td>
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</tr>
<tr>
<td>• Direct employee to <em>Your Guide to Getting Started (RSVP)</em> for information on the available distribution options</td>
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</tr>
<tr>
<td>• Direct employee to call Fidelity for distribution information at (877) 208-0092, Monday – Friday, 8:30AM – 12:00AM ET (excluding holidays)</td>
<td></td>
</tr>
</tbody>
</table>
2. Necessary Actions

- Parish/organization administrator submits a **Participant Change Form** reporting the date of retirement
- Ensure that all contributions are sent to Fidelity prior to submitting the **Participant Change Form**
- **Note**: this form needs to be completed in addition to the notice on the Pension Assessment Notice noted in the Lay DB section above

Review the **Employer’s Guide: Retirement Savings Plan** for additional RSVP details.

### Other employee products

**Deadline: Varies**

<table>
<thead>
<tr>
<th>Supplemental Life</th>
<th>Lay employee will receive a conversion letter from Church Life with the option to convert any active group life insurance coverage into an individual life insurance policy</th>
</tr>
</thead>
</table>
| **Annuities*** | If applicable, update beneficiary information by completing the **Life/Annuities Beneficiary Form - Group & Individual Life and Annuities Only** form  
- Employees may purchase individual annuities for guaranteed retirement income. Additional information may be found at [www.cpg.org/annuities](http://www.cpg.org/annuities).  
- Employees who are interested should call Client Engagement at (888) 735-7114, Monday – Friday, 8:30AM – 8:00PM ET (excluding holidays), to speak to a licensed specialist or schedule a consultation |
| **Individual Life**** | If applicable, update beneficiary information by completing the **Life/Annuities Beneficiary Form - Group & Individual Life and Annuities Only** form  
- Employees may purchase individual whole, universal or term life insurance for themselves or eligible dependents. Additional information may be found at [Life Insurance](http://www.cpg.org/annuities).  
- Employees who are interested should call Client Engagement at (888) 735-7114, Monday – Friday, 8:30AM – 8:00PM ET (excluding holidays), to speak to a licensed specialist or schedule a consultation |

***Annuities are issued by or through Church Life Insurance Corporation; 19 East 34th Street, New York, New York 10016 (“Church Life”). Products and features may not be available in all states. Annuity contracts contain exclusions, limitations and restrictions for keeping them in force. For complete details, including exclusions, limitations and restrictions, the actual annuity contract should be consulted. If the descriptions of the insurance products in this document conflict with the terms of the annuity contract, then the terms of the actual annuity contract shall govern.***

**Individual life insurance is offered through Church Life Insurance Corporation, under contract with The Church Insurance Agency Corporation (“CIAC”), agent for Protective Life Insurance Company (“Protective Life”), Birmingham, Alabama. Protective Life refers to Protective Life Insurance Company and its affiliates, including Protective Life & Annuity Insurance Company. Insurance products are issued by Protective Life Insurance Company in all states except New York and in New York by Protective Life & Annuity Insurance Company. Both companies are located in Birmingham, AL. Product availability and features may vary by state. Each company is solely responsible for the financial obligations accruing under the products it issues. Product guarantees are subject to the claims paying ability of the issuing company. Neither Church Life nor any of its affiliates, including CIAC, assumes any responsibility or liability for the obligations of Protective Life under the insurance policies. Church Life is an affiliate of The Church Pension Fund. Neither Church Life nor any of its affiliates, including CIAC and The Church Pension Fund, is affiliated with Protective Life.***

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