

FAQ for Transitioning 9-Month Faculty Members

Updated February 23, 2023

The following Frequently Asked Questions (FAQs) have been prepared to provide additional information for 9-month faculty members whose positions have been eliminated or who have resigned in May of 2023.

Q: When is my last day of insurance coverage?

A: Your last day of insurance coverage is May 31, 2023. An exception to this is if you are teaching summer school—in which case your insurance would end either June 30 or July 31, 2023, depending on the session(s) that you are teaching.

Once your insurance is terminated, you will receive information in the mail from Optum Health regarding COBRA health insurance options. This letter can also serve as proof of insurance that you may need for enrollment in alternative plans.

Q: I have a flexible spending account. How will that work?

A: Your last day to incur expenses for flexible spending accounts is your last day of employment. You have 60 days to submit receipts for reimbursement.

Q: I have a health savings account. How will that work?

A: You may keep your health savings account intact and continue to use the available funds until they are exhausted.

Q: What happens with my retirement funds?

A: Your retirement funds can stay intact as they are.

Q: I have a summer savings account. How will I be paid?

A: If you have contributed to summer savings, your account will be disbursed in full on your last paycheck.

Q: I have paid in advance for my summer benefits. Will I be reimbursed?

A: Yes, you will be reimbursed for any overpayment on your last paycheck.

Q: What are the things that I need to do prior to leaving on my last day?

A: Please remove your personal items from your office. You also will need to turn in any university property such as laptops, iPad, etc., to the IT Department. Please turn in your badge and keys to your supervisor or the HR Department.

Q: I am moving to another in-state institution of higher education, public school, or state agency. Will my sick leave transfer?

A: Yes, you can transfer your sick leave. Your new employer will need to request proof of prior service from Arkansas State University Payroll. Please have your new employer contact Teddi Russell at trussell@astate.edu.

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