A timeline to Retirement

**Age 50**

- You can make catch-up contributions to your 403(b) Faculty and Staff Retirement Plan.
- Review your beneficiaries for retirement and life insurance. Refer to the checklist in the Retirement Planning Guide.

**Age 59 1/2**

- Duke Benefits offers Retirement Planning Workshops periodically. Employees and faculty age 50 and older are encouraged to attend. Other seminars may be offered periodically concerning estate planning, taxes, wills and trusts or other retirement needs.
- A will divides your assets according to your wishes. If you are enrolled in Supplemental Life Insurance coverage, you are eligible for the will preparation and estate resolution series at no cost. Contact Mercer Voluntary Benefits at 1-800-552-9670 for more information.
- There may be an occasion when you cannot act on your own behalf in certain legal matters. You may grant someone you trust to act as “Power of Attorney” on your behalf. A trust is a plan where a trustee holds money that you have transferred and manages it according to a written trust agreement.
- You can begin taking withdrawals without penalty from your voluntary contributions to the Faculty and Staff Retirement Plan.
Review your Social Security benefit options at www.ssa.gov or 1-888-759-3908.

Your investment carrier representative can provide your projected retirement income and distribution options. Refer to the contact information in the Retirement Planning Guide.

You may want to consult a financial planner, estate planner, tax attorney or a certified public accountant to assist you in planning for your retirement.

You can apply for Medicare online at www.ssa.gov or contact the Social Security Office. Review the Retirement Planning Guide for information about how this will work with your Duke benefits.

If paid on the biweekly payroll, generate an estimate of your ERP benefit/pension (Employees’ Retirement Plan) at Duke@Work under “My Benefits.”

Make an appointment with a Benefits Representative at 919-684-5600, located at 705 Broad Street in Durham. This appointment is to complete required paperwork for those benefits that you are eligible to continue after retirement.

You can start taking full Social Security benefits according to your birth year.

You must begin taking Required Minimum Distributions (RMDs) from most retirement accounts.
Duke’s Retirement Planning Guide

This guide has been prepared by Benefits to assist you in planning for retirement. Our goal is to provide you with a summary of useful information as you begin to plan for retirement.

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Duke University reserves the right to change, amend or terminate any benefit plan or program, or the eligibility for benefits under the plan. The benefits that you receive are based upon the plan’s official plan document, not this guide or any other written or oral statement. If there is a conflict between this guide and the official plan document, the plan document will govern in all cases.

The word “spouse” is used in this retirement planning guide. This means legal spouse. In addition, it refers to an employee’s registered same sex spousal equivalent providing the employee was hired prior to January 1, 2016 and registered his/her partner at Duke HR prior to January 1, 2016. This employee’s registered partner is grandfathered under Duke’s Same Sex Spousal Equivalent Policy and is included in the meaning of “spouse” for the purpose of benefit programs wherever permissible under federal and state law. The grandfather status continues for the course of this relationship only.
# Retirement Benefits Checklist

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Can this continue after retirement?</th>
<th>Contact Numbers</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance</td>
<td>CONDITIONAL</td>
<td>919-684-5600 (Human Resource Information Center)</td>
<td>Refer to the retiree health eligibility requirements in the Duke Retirement Planning Guide.</td>
</tr>
<tr>
<td>Dental Insurance</td>
<td>CONDITIONAL</td>
<td>919-684-5600 (Human Resource Information Center)</td>
<td>Refer to the retiree dental eligibility requirements in the Duke Retirement Planning Guide.</td>
</tr>
<tr>
<td>Vision Insurance</td>
<td>NO</td>
<td>919-684-5600 (Human Resource Information Center)</td>
<td>If enrolled at the time of retirement, you may continue coverage under COBRA for up to 18 months.</td>
</tr>
<tr>
<td>Reimbursement Accounts</td>
<td>NO</td>
<td>1-877-924-3967 (WageWorks)</td>
<td>If enrolled you can still submit claims for expenses incurred up to your last day worked. You may also continue your health care reimbursement account through COBRA.</td>
</tr>
<tr>
<td>Basic Group Life</td>
<td>YES</td>
<td>919-605-0488 (MetLife Broker)</td>
<td>To continue coverage you must convert to an individual life policy within 31 days of retirement, otherwise it terminates. Contact MetLife Broker for more information.</td>
</tr>
<tr>
<td>Supplemental Life</td>
<td>YES</td>
<td>1-800-552-9670 (Mercer Voluntary Benefits)</td>
<td>If enrolled for at least two years at time of retirement you may continue current coverage at the retiree group rate until age 95. Contact Mercer Voluntary Benefits for more information.</td>
</tr>
<tr>
<td>Universal Life</td>
<td>YES</td>
<td>919-755-8684 (Holroyd Agency) 1-800-635-4467 (North Carolina Mutual)</td>
<td>Contact the Holroyd Agency or North Carolina Mutual about your options.</td>
</tr>
<tr>
<td>Post-Retirement Life Insurance</td>
<td>YES</td>
<td>919-755-8684 (Holroyd Agency)</td>
<td>Contact the Holroyd Agency if enrolled in post retirement group life insurance plan.</td>
</tr>
<tr>
<td>Post Retirement Certificate</td>
<td>CONDITIONAL</td>
<td>919-684-5600</td>
<td>If hired before 12/1/74, in Duke’s Basic Group Life Plan for 10+ years and retire age 65 or older you are eligible for a certificate that offers $2,500 death benefit paid to surviving spouse or estate.</td>
</tr>
<tr>
<td>Survivor Benefit to Spouse/Estate</td>
<td>NO</td>
<td>919-684-5600</td>
<td>Available for active employees only. This benefit stops at retirement.</td>
</tr>
<tr>
<td>Long Term Care Insurance</td>
<td>YES</td>
<td>1-800-732-0416 (Prudential)</td>
<td>If currently enrolled, contact Prudential about continuing coverage.</td>
</tr>
<tr>
<td>Personal Accident Insurance (AD&amp;D)</td>
<td>YES</td>
<td>402-351-3349 (Mutual of Omaha)</td>
<td>To continue coverage you must convert to an individual policy within 31 days of retirement, otherwise it terminates. Contact Mutual of Omaha for more information.</td>
</tr>
<tr>
<td>Benefits</td>
<td>Can this continue after retirement?</td>
<td>Contact Numbers</td>
<td>Other Information</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------------</td>
<td>-------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Personal Casualty Insurance (MetPay Auto &amp; Homeowners Insurance)</td>
<td>YES</td>
<td>1-800-552-9670 (Mercer Voluntary Benefits)</td>
<td>If you are enrolled for this benefit and would like to continue it after retirement or if you would like to enroll, contact Mercer Voluntary Benefits.</td>
</tr>
<tr>
<td>Voluntary Short-Term Disability</td>
<td>NO</td>
<td>n/a</td>
<td>This benefit stops on last day worked.</td>
</tr>
<tr>
<td>Duke University Federal Credit Union</td>
<td>YES</td>
<td>919-684-6704</td>
<td>You may establish or retain your credit union membership. If you are currently having a credit union deduction taken from your pay, then you need to contact the credit union to arrange for another method of payment.</td>
</tr>
<tr>
<td>Parking and Transportation Services</td>
<td>YES</td>
<td>919-684-7275</td>
<td>Contact the parking office for clarification of your parking privileges and costs.</td>
</tr>
<tr>
<td>Doing Good in the Neighborhood</td>
<td>YES</td>
<td>n/a</td>
<td>Your payroll deductions to Doing Good in the Neighborhood stop once you stop receiving a pay check from Duke. You may cancel your deduction through the Duke@ Work web site.</td>
</tr>
<tr>
<td>LIVE FOR LIFE</td>
<td>YES</td>
<td>919-684-3136 (LIVE FOR LIFE)</td>
<td>Retirees are eligible to remain enrolled or to enroll after retirement. If enrolling at Brodie or Wilson gyms, a Duke card will need to be obtained from the Duke Card office. Please call the Duke card office at 919-684-5800 for further information. If enrolling at other participating facilities, payment will need to be switched or set up as a credit card payment with Life for Life.</td>
</tr>
<tr>
<td>Children’s Tuition Grant Program</td>
<td>CONDITIONAL</td>
<td>919-684-5600 (Human Resource Information Center)</td>
<td>You may be able to continue this benefit into retirement. Refer to the Duke Retirement Planning Guide for more information.</td>
</tr>
<tr>
<td>Employee Tuition Assistance Program</td>
<td>NO</td>
<td>919-684-5600</td>
<td>This benefit stops at retirement.</td>
</tr>
<tr>
<td>Duke University Retiree Association (DURA)</td>
<td>YES</td>
<td>919-684-9040 (Staff &amp; Family Programs)</td>
<td>All retired employees are eligible to join DURA. If you wish to become a member contact Staff &amp; Family Programs.</td>
</tr>
<tr>
<td>Duke Email Access</td>
<td>Departmental Discretion</td>
<td>919-684-2200 (OIT)</td>
<td>In order to continue your Duke email, you must have an active NetID. Your department, at its discretion, may request guest access for a NetID along with Duke email access on-line at <a href="http://oit.duke.edu/email-accounts/netid/guest/index.php">http://oit.duke.edu/email-accounts/netid/guest/index.php</a> (Select &quot;complete a guest account request&quot; under the &quot;Adding New Guest Services&quot;).</td>
</tr>
</tbody>
</table>

Reservation of Rights - Duke University reserves the right to change, amend or terminate any benefit plan or program, or the eligibility for benefits under the plan. The benefits that you receive are based upon the plan's official plan document, not this checklist or any other written or oral statement. If there is a conflict between this checklist and the official plan document, the plan document will govern in all cases.
Duke Benefits

Health Insurance
To continue receiving the health insurance plan in retirement, you must meet the following criteria:

- You must be actively employed at Duke and participating in the health insurance plan at the time of retirement. Health insurance may also be continued for your spouse and eligible dependent children who are covered at the time of your retirement.

- Meet the eligibility requirements for your operating entity described below.

- If you meet the retiree health eligibility requirements and retire (early or normal), as a retiree, you may suspend health coverage and contributions at any time while employed and receiving benefits elsewhere*. Re-enrollment in the health plan must occur within 30 days of the termination of other employer sponsored coverage. Proof of continuous coverage through another employer plan will be required. If you attempt to re-enroll after this 30 day period, you must pay the full premium (including the employer share) retroactive to the termination of the prior employer coverage and up to the time of re-enrollment. Thereafter, you shall pay the retiree share.

- Retirees (and their covered spouses) may not be enrolled in any other health plan once eligible for Medicare. Thus, if the retiree is eligible for coverage through another employer plan or Medicare supplement, the individual must choose which plan to keep, and may not continue under Duke Plus if enrolled in another plan.

* Coverage under another plan available to you as a retiree of another employer, through a spouse's health plan, or from service with the military does not count as an employee under another employer sponsored plan.

Eligibility/Premium Requirements for Duke University and Medical Center
You are eligible for retiree health if you meet the Rule of 75 which requires that your age and most recent continuous service date with Duke be equal to or greater than 75.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Eligible Retiree pays...</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you met the ‘Rule of 75’ prior to January 1, 2002</td>
<td>20% of the individual premium</td>
</tr>
<tr>
<td>If you met the ‘Rule of 60’ prior to January 1, 2002 and meet Rule of 75 at Retirement</td>
<td>30% of the individual premium</td>
</tr>
<tr>
<td>Meet Rule of 75 at time of retirement</td>
<td>40% of the individual premium</td>
</tr>
</tbody>
</table>

Note about Transfers: If you have transferred to the University/Medical Center from the Health System you will not immediately fall under the eligibility rules for the University/Medical Center. You must work at least 5 continuous years for the University/Medical Center after the date of transfer in order to be eligible for the University/Medical Center rules.
Eligibility/Premium Requirements for Duke University Health System (DUHS)

- Employees employed by DUHS prior to July 1, 2002 with no break in service - You are eligible for retiree health if you meet one of the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Eligible Retiree pays...</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you met the 'Rule of 75' prior to January 1, 2002</td>
<td>20% of the individual premium</td>
</tr>
<tr>
<td>If you met the 'Rule of 60' prior to January 1, 2002 and met Rule of 75 at Retirement</td>
<td>30% of the individual premium</td>
</tr>
<tr>
<td>If you had at least 15 years of continuous service (but did not meet the Rule of 75) as of July 1, 2002, and meet Rule of 75 at Retirement.</td>
<td>40% of the individual premium</td>
</tr>
<tr>
<td>Have 15 years of continuous service after age 45</td>
<td>40% of the individual premium</td>
</tr>
<tr>
<td>Meet Rule of 75 at time of retirement</td>
<td>100% of the individual premium</td>
</tr>
</tbody>
</table>

- Employees hired on or after July 1, 2002 with no break in service - You are eligible for retiree health coverage if you have 15 years of continuous service after age 45. Retiree pays 100% of the premium.

Note about Transfers: If you have transferred to the Health System from the University/Medical Center, you will remain under the University/Medical Center eligibility rules if at the time of the transfer you met the Rule of 75 or had 15 or more years of continuous service as of July 1, 2002. Otherwise, the Health System eligibility rule of 15 years of continuous service after age 45 will apply.

- Your health coverage will be terminated if you do not make timely premium payments. If you cancel coverage, you cannot re-enroll in retiree health.

Health Care Plan Offerings

If you or any of your covered family members are Medicare-eligible, then all of you will be covered under the Duke Plus health plan. All of the provisions of the health care benefits are subject to change, including plans offered, services covered, payment arrangements, and Duke’s contributions towards premiums.

If retirees and their covered family members are not Medicare-eligible Duke provides a choice of group health care plans. A comparison sheet of the health plans is available from the Human Resource Information Center by phone at 919-684-5600 or by logging onto www.hr.duke.edu/benefits/medical/medical/comparison.php.

Premium Payment

- You are responsible for paying the retiree health insurance premium. Arrangements to have it drafted from your checking or savings account should be made during your appointment with a Benefits Representative.

- If you are receiving a retirement check from the Employees’ Retirement Plan (ERP), the premium can be deducted from your retirement check.

- Your health coverage will be terminated if you do not make timely premium payments. If you cancel coverage, you cannot re-enroll in retiree health.

- Duke contributes 50% towards the premium for spouse / same-sex spousal equivalent and other dependents except for those eligible for the full premium payment.

COBRA Continuation

- If you are not eligible for continuation of the health insurance plan in retirement as outlined above, you may be eligible to continue the coverage as provided under the federal COBRA law for up to 18 months, or until you become eligible for Medicare. You are responsible for the full premium payment, plus an additional 2% administrative fee.

- You will receive a COBRA notification by mail. Follow the instructions in the letter or you may contact our COBRA Administrator, ADP, at 1-800-526-2720 to enroll in COBRA coverage.
Medicare and Duke Plus

If you or your spouse will be 65 or more when you retire, Medicare will play an important role in your health insurance coverage. The Social Security Administration is responsible for determining eligibility and enrolling individuals in Medicare Parts A & B. Medicare premiums are based on your modified adjusted gross income as reported on your IRS tax return reported 2 years prior to your retirement. Medicare Part D premium is included in your Duke Plus premium. A small group (fewer than 5% of all people with Medicare) may pay a higher monthly premium for Medicare Part B and D based on their income. If you don’t sign up for Part B when you’re first eligible, you may have to pay a late enrollment penalty. To obtain more information about your Part B and D premium, contact Social Security at http://www.medicare.gov/your-medicare-costs/costs-at-a-glance/costs-at-glance.html. If you have additional questions on Medicare contact the Medicare Hotline at 1-800-633-4227.

Enrollment requirements are as follows:

Medicare Part A – Hospital Insurance
- At age 65, whether or not you are retired, you are required to enroll in Medicare Part A. This can be initiated by contacting your local Social Security office once you are within 3 months of your 65th birthday and arranging a telephone interview or by making an appointment at your local office for an office visit.
- You will need to submit your most recent W2 form and a birth certificate, or some other proof of date of birth. All supporting documents you submit are returned to you.

Medicare Part B – Medical Insurance
Once you are 65 and retired, Medicare becomes the primary payer and Duke would be the secondary payer through the Duke Plus health plan. Enrollment in Medicare Part B is required for retirees and their covered spouses age 65 or older.
- If you retire at 65 or later, but do not enroll in Part B at the earliest opportunity you will pay higher Medicare premiums for this coverage than you would have otherwise, and you will be required to pay what Medicare would have paid for any medical services. You may only enroll during the Medicare open enrollment period from January through March. Your effective date of coverage will be July 1, and you will pay a lifelong penalty for the delay in enrollment.

Exception: If you are retiring after reaching 65, or are covering a spouse who is 65 or older at the time of your retirement. This penalty may be avoided as long as you provide Social Security with verification that you were covered by Duke’s group plan during the period between reaching 65 and retiring. You must obtain this letter of verification from Duke Benefits at your retirement appointment and enroll no later than 30 days after retirement in order to avoid this penalty.

Medicare Part D
- Duke Plus health insurance coverage automatically includes pharmacy coverage. The Duke Medicare Prescription Plan (PDP) acts like a Medicare Part D Plan. You cannot be enrolled in two Medicare prescription plans simultaneously. If you (and/or your spouse) enroll in Medicare prescription coverage under a plan outside of Duke’s plan, your coverage for both pharmacy and medical under Duke Plus will end and you will not be allowed to re-enroll in Duke’s Plan (which is both medical & pharmacy coverage).

Note: You are still encouraged to sign up for Medicare Parts A, B and D even if you are not eligible for or choose not to keep Duke Plus. If you do not enroll in Medicare Parts B and D when you are first eligible, you may incur a penalty. For more information about Medicare contact Medicare at www.medicare.gov or 1-800-772-1213. For information about Medicare supplemental policies, please contact Seniors Health Insurance Information Program (SHIIP) at 855-408-1212 or online at www.ncdoi.com/SHIIP.
Let’s walk through a few case studies to see how Medicare works with Duke Plus.

**Example I: Joan and Bill**

Joan is a Duke employee and covers herself and her spouse, Bill, on Duke’s health insurance. They are both over the age of 65.

1. They both signed up for Medicare Part A when they were 65.
2. They can keep Duke’s health insurance as their primary health insurance as long as Joan is still actively working full-time.
3. Upon Joan’s retirement, they will both need to sign up for Medicare Part B and they will be enrolled in Duke Plus as their secondary coverage. Included with Duke Plus is a Part D plan (pharmacy plan) administered through Express Scripts. Medicare is now their primary insurance.

*NOTE:* if Bill was under 65, Duke’s health insurance would still become Duke Plus because Joan is 65 or older. Duke Plus would be Bill’s primary insurance until he became Medicare eligible. The Duke Plus network for Bill would be through United Health Choice network: [www.umr.com/oss/cms/UMR/Choice_Plus_Excl.html](http://www.umr.com/oss/cms/UMR/Choice_Plus_Excl.html)

**Example II: Chris and Pat**

Chris is a Duke employee and covers himself and his spouse, Pat, on Duke’s health insurance. They are both under the age of 65 at the time of Chris’s retirement.

1. Chris and Pat can keep Duke’s health insurance as their primary health insurance, but will be moved to the retiree group.

*NOTE:* Chris will need to sign up for Medicare upon turning 65. At that time, Medicare will be primary for both Pat and Chris and Duke Plus will be secondary.

*NOTE:* If Chris or Pat become disabled and become eligible for Medicare due to disability (even if they are under age 65), the eligible person must sign up for Medicare at the time of eligibility. At that time, Duke’s health insurance will convert to Duke Plus for both Chris and Pat, with Duke Plus being secondary for the Medicare eligible person and primary for the spouse.
<table>
<thead>
<tr>
<th>At 65 (regardless of employment status)</th>
<th>Sign up for Medicare Part A</th>
</tr>
</thead>
<tbody>
<tr>
<td>At age 65, Duke employee is actively working</td>
<td>Coverage will continue with active plan</td>
</tr>
</tbody>
</table>
| Duke employee retires after age 65 and spouse is over 65 | Primary Insurance: Medicare Part A & Part B  
Secondary: Duke Plus which includes Part D pharmacy administered through Express Scripts |
| Duke employee retires after age 65 and spouse is under 65 | Primary: Medicare Part A and Part B  
Secondary: Duke Plus which includes Part D pharmacy plan administered by Express Scripts |
| Duke employee retires before age 65 and spouse is under 65 | Primary: Current Duke plan but moved to the retiree group  
If spouse turns 65 before Duke employee, health insurance will convert to Duke Plus:  
Primary: Duke Plus which includes Express Scripts commercial pharmacy plan and provider network is United Health Choice  
Secondary: N/A  
Duke retiree turns 65:  
Primary: Medicare Part A & B  
Secondary: Duke Plus which includes Part D pharmacy plan administered by Express Scripts |
| Duke employee retires (regardless of age) and Duke employee or spouse becomes eligible for Medicare due to disability | The eligible person must sign up for Medicare at the time of eligibility. At that time, health insurance will convert to Duke Plus for both, with Duke Plus being secondary for the Medicare eligible person and primary for the spouse. |

**Dental Insurance**

To continue receiving the dental insurance plan in retirement, you must meet the following criteria:

- You must be actively employed at Duke and participating in the dental insurance plan at the time of retirement. Dental insurance may also be continued for your spouse and eligible dependent children who are covered at the time of your retirement.

- Meet the eligibility requirements for your operating entity described below.

**Eligibility Requirements for Duke University and Medical Center**

You must meet the Rule of 75 which requires that your age and most recent continuous service date with Duke be equal to or greater than 75.

Note about Transfers: If you have transferred to the University/Medical Center from the Health System, you will not immediately fall under the eligibility rules for the University/Medical Center. You must work at least 5 continuous years for the University/Medical Center after the date of transfer in order to be eligible for the University/Medical Center rules.

Your dental coverage will be terminated if you do not make timely premium payments. If you cancel coverage, you cannot re-enroll in retiree dental.

Note: If you meet the retiree dental eligibility requirements and retire (early or normal), as a retiree you may suspend dental coverage and contributions at any time while employed and receiving benefits elsewhere*. Re-enrollment in the dental plan must occur within 30 days of the termination of other employer sponsored coverage. Proof of continuous coverage through another employer plan will be required. If you attempt to re-enroll after this 30-day period, you must pay the full premium retroactive to the termination of the prior employer coverage and up to the time of re-enrollment.

*Coverage under another plan available to you as a retiree of another employer, through a spouse's dental plan, or from service with the military does not count as an employee under another employer sponsored plan.

**Eligibility Requirements for Duke University Health System (DUHS)**

- **Employees hired on or after July 1, 2002** with no break in service – You are eligible for retiree dental coverage if you have 15 years of continuous service after age 45.

- **Employees employed by DUHS prior to July 1, 2002** with no break in service - You are eligible for retiree dental coverage once you meet the Rule of 75 (age plus years of continuous service).

Note about Transfers: If you have transferred to the Health System from the University/Medical Center, you will remain under the University/Medical Center eligibility rules if at the time of the transfer you met the Rule of 75 or had 15 or more years of continuous service as of July 1, 2002. Otherwise, the Health System eligibility rule of 15 years of continuous service after age 45 will apply.

Your dental coverage will be terminated if you do not make timely premium payments. If you cancel coverage, you cannot re-enroll in retiree dental.

Note: If you meet the retiree dental eligibility requirements and retire (early or normal), as a retiree you may suspend dental coverage and contributions at any time while employed and receiving benefits elsewhere*. Re-enrollment in the dental plan must occur within 30 days of the termination of other employer sponsored coverage. Proof of continuous coverage through another employer plan will be required. If you attempt to re-enroll after this 30-day period, you must pay the full premium retroactive to the termination of the prior employer coverage and up to the time of re-enrollment.

*Coverage under another plan available to you as a retiree of another employer, through a spouse's dental plan, or from service with the military does not count as an employee under another employer sponsored plan.

**Premium Payment**

You are responsible for paying the retiree dental insurance premium. Arrangements to have it drafted from your checking or savings account should be made during your appointment with a Benefits Representative. If you are receiving a retirement check from the Employees’ Retirement Plan (ERP), the premium can be deducted from your retirement check.

**COBRA Continuation**

- If you are not eligible for continuation of the dental insurance plan in retirement, as outlined above, you may be eligible to continue coverage as provided for under the federal COBRA law for 18 months. You are responsible for the full premium payment which is the active employee rate, plus an additional 2% administrative fee.

- You will receive a COBRA notification by mail. Follow the instructions in the letter or you may contact our COBRA Administrator, ADP, at 1-800-526-2720 to enroll in COBRA coverage.
Vision Insurance

If you are enrolled in the vision plan when you retire, then you are eligible to continue coverage as provided for under the federal COBRA law for 18 months. You are responsible for the full premium payment which is the same as an active employee, plus an additional 2% surcharge. You will receive a COBRA notification by mail. Follow the instructions in the letter or you may contact our COBRA Administrator, ADP, at 1-800-526-2720 to enroll in COBRA coverage.

Reimbursement Accounts

If you are participating in the Reimbursement Accounts, you may continue to submit claims for expenses incurred up to your last day worked. The plan year is January 1 through December 31. You have a grace period – ending on April 15 – to submit paperwork for expenses incurred up to your retirement date during the previous plan year. You may also continue your health care reimbursement account through COBRA. You will receive a COBRA notification by mail. Follow the instructions in the letter or you may contact our COBRA administrator, ADP, at 1-800-526-2720 to enroll in COBRA coverage.

Life Insurance

Basic Group Life: The $10,000 Basic Group life policy may be converted to a whole life individual policy within 31 days of retirement. Otherwise, the coverage terminates. Please contact MetLife Broker at 919-605-0488 for premium and enrollment information.

Supplemental Life: At the time of retirement, if you have been enrolled in Supplemental Life insurance for at least two years and wish to continue coverage, contact Mercer Voluntary Benefits at 1-800-552-9670. You may continue your current coverage at the retiree group rate, or reduce coverage to a multiple of the last salary on file, including one times salary, reduce to a flat dollar amount of $25,000, or decrease coverage in increments of $50,000 to an amount not less than $25,000. Coverage may be continued until age 95. You will be direct billed the applicable premium on a quarterly basis. For a comparison of active employee rate versus retiree rates please visit the HR-Benefits website at www.hr.duke.edu/benefits/finance/life/supplemental/rates.php

Note: Supplemental Life deductions will continue to come out of any PTO/vacation payments that you may receive. If you wish to cancel these deductions you must contact the appropriate vendor and submit your request in writing.

Universal Life: If you are enrolled in one or both of the Universal Life plans, contact your provider(s) for details about your options. The providers are the Holroyd Agency at 919-755-8684 and North Carolina Mutual at 1-800-635-4467. Note: Universal Life deductions will continue to come out of any PTO/vacation payments that you may receive. If you wish to cancel these deductions you must contact the appropriate vendor and submit your request in writing.

Other Benefit Plans

Children's Tuition Grant Program: You may be eligible to participate in the Children's Tuition Grant Program if you were eligible for this benefit at the time of retirement and you meet all of the following conditions as of your retirement date:

- You must be at least 65 at retirement, or have met the Rule of 75 (this rule requires that the sum of your age and your most recent continuous service date with Duke must be equal to or greater than 75)
- You must, when practicable, provide formal notice to Duke at the time of retirement that you have a child who is eligible to use the benefit, providing your child's name and date of birth.
- Your child must meet the Child Eligibility requirements.
- You must not be eligible for a similar tuition grant program from a subsequent employer.
- Your separation of service from Duke must not have been due to disciplinary reasons.


Employee Tuition Assistance Program: The Employee Tuition Assistance Program stops at retirement.

Long Term Care Insurance: If you are currently enrolled in the Long Term Care Insurance Plan and wish to continue coverage, contact Prudential at 1-800-732-0416. Note: Long Term Care Insurance Premiums will continue to come out of any PTO/Vacation payments that you receive. If you wish to cancel these deductions you must contact the appropriate vendor and submit your request in writing.
Personal Accident Insurance: This policy may be converted to an individual policy within 31 days of retirement. Otherwise, the coverage terminates. Please contact Mutual of Omaha at 1-402-351-3349 for premium and enrollment information. **Note:** These deductions will continue to come out of any PTO/vacation payments that you may receive. If you wish to cancel these deductions you must contact the appropriate vendor and submit your request in writing.

Personal Casualty Insurance: If you are enrolled in the Personal Casualty Insurance Plan (home and auto insurance) and would like to continue coverage, contact Mercer Voluntary Benefits at 1-800-552-9670. **Note:** These deductions will continue to come out of any PTO/vacation payments that you may receive. If you wish to cancel these deductions you must contact the appropriate vendor and submit your request in writing.

Post Retirement Certificate: If you were hired at Duke before December 1, 1974, have participated in Duke’s group life insurance plan for at least ten years, and are at least age 65, you may be eligible for a certificate. If eligible, you will receive this certificate through the mail after retirement. The certificate generally provides a $2,500 death benefit to your surviving spouse or estate. The certificate has no cash surrender value and is not transferable.

Vacation, Sick Time or Paid Time Off (PTO)

University and Medical Center Staff

**Vacation Time:** Staff in monthly paid or biweekly paid positions are eligible for payment for unused accrued vacation time upon retirement. As a retiree, you may elect to have your vacation time paid out over time or in one lump sum. Contact your payroll clerk at least 30 days before your retirement to choose your payout option.

**Sick Pay:** Staff paid on a biweekly basis and covered by the Employees’ Retirement Plan (ERP) will have their accrued sick time added to their years of credited service earned as of their retirement date. Additional details can be found on page 14. **Note:** Employees are not paid out for unused sick time.

Duke University Health System (DUHS)

**Short Term Bank (STB):** Monthly and biweekly paid staff are eligible for payment for unused accrued hours in their short term bank upon retirement.

**Long Term Bank (LTB):** Long term bank hours will be paid if the person retiring is age 55 or older. As a retiree, you may elect to have your paid time off (PTO) paid in a lump sum or over payroll cycles. Contact your payroll clerk at least 30 days before your retirement to choose your payout option.

**Carry Over Bank (COB):** Staff paid on a biweekly basis and covered by the Employees’ Retirement Plan (ERP) will have their Carry Over Bank (COB) hours added to their years of credited service earned as of their retirement date. Additional details can be found on page 14. **Note:** Employees are not paid out for unused COB time.
Income Sources

Many financial experts estimate that you will need 75% to 90% of your final working income in retirement. It is not likely that any one retirement benefit plan will replace this much of your income. However, the three sources below can work together to help you retire more comfortably.

1. Your Contributions

   Faculty and Staff Retirement Plan
   - The plan is designed to provide you with a retirement income. You may contribute to this plan regardless of whether you are an employee paid on a biweekly basis or on a monthly basis. Your contributions, plus interest, earnings, and capital appreciation on the contributions, will be used to provide your retirement benefits.

2. Duke’s Contribution to Your Retirement Plan

   - Employees’ Retirement Plan (ERP)
     The Employees’ Retirement Plan (ERP) is a traditional defined benefit pension plan offered by Duke University. The Plan plays an important role in your future by working with Social Security benefits and your personal savings (including your contributions to the Duke University Faculty and Staff Retirement Plan) to help provide you with lifetime income when you retire. The cost of the Plan is paid entirely by Duke.

   - Faculty and Staff Retirement Plan
     The Faculty and Staff Retirement Plan is a defined contribution plan. In general, salaried employees paid monthly receive a Duke contribution to the Faculty and Staff Retirement Plan after completing one year of service; however, vesting rules apply.


Employees’ Retirement Plan (ERP)

The Employees’ Retirement Plan (ERP) is a traditional defined benefit pension plan offered by Duke University. The Plan plays an important role in your future by working with Social Security benefits and your personal savings (including your contributions to the Duke University Faculty and Staff Retirement Plan) to help provide you with lifetime income when you retire. The cost of the Plan is paid entirely by Duke.

Eligibility

You are eligible to become a member in the ERP as a biweekly paid employee, if you:

- Have reached age 21, and
- Have worked at least 1,000 hours during your first year of employment or in any future fiscal year

Vesting

Participants are vested, or entitled to a benefit, after five years of continuous service after age 18, or upon attaining age 65. You earn a year of continuous service for each fiscal year in which you are paid for at least 1,000 hours.

When You Can Retire

The Plan offers a variety of retirement dates to give you more flexibility in deciding when to retire.

- Early Retirement – You may retire at any time after you reach age 45 and complete 15 years of credited service.
- Normal Retirement – Age 65.
- Postponed Retirement – You may decide to continue working past your Normal Retirement Date. During this time, you will continue to earn benefits as provided under the terms of the Plan.

How Your Benefit Is Calculated

Your benefit is calculated according to the formula listed below which is based on your average final compensation and years of credited service.

\[
\text{Benefit} = 1.25\% \times \text{Average Final Compensation} \times \text{Years of Credited Service up to 20} + 1.66\% \times \text{Average Final Compensation} \times \text{Years of Credited Service over 20}
\]
If you are an active Plan member paid on the biweekly payroll when you leave Duke, your unused sick or carry-over bank hours are converted to a fraction of a year and added to your years of credited service for the purpose of calculating your benefit.

Your benefit is calculated on an annual basis. You receive 1/12 of your annual benefit each month. The formula above shows how much you would receive if payments start at your Normal Retirement Date and continue for your lifetime only. If payments start earlier or if you choose a payment option with benefits continuing to someone after your death, your benefit will be reduced.

**Credited service**
Credited service includes all of your continuous service after you become a Plan member. If you are no longer eligible to participate in the Plan, but you are still an employee of Duke, you stop accruing credited service when you are no longer an eligible employee except for purpose of determining eligibility for early retirement.

**Generate an Estimate of Your Benefit**
You can generate estimates of your ERP benefit based on different retirement dates or ages by logging into the Pension Plan Projection tool through Duke@Work or at: [www.hr.duke.edu/benefits/retirement/about/erp.php](http://www.hr.duke.edu/benefits/retirement/about/erp.php).

**How Your Benefit is Paid**
When it is time to receive your retirement benefit, you can select one of several forms of payment. The options are all actuarially equal even though they provide payment in different amounts and over different time periods.

- **Single Life Annuity** – You receive your full benefit for as long as you live. No benefit is paid after your death.

- **100% Joint and Survivor Annuity** – You receive a reduced monthly benefit during your lifetime. Upon your death, your beneficiary receives an equal monthly benefit for the remainder of his/her lifetime.

- **75% Joint and Survivor Annuity** – You receive a reduced monthly benefit during your lifetime. Upon your death, your beneficiary receives a benefit of 75% of your reduced monthly benefit for the remainder of his/her lifetime.

- **50% Joint & Survivor Annuity** – You receive a reduced monthly benefit during your lifetime. Upon your death, your beneficiary receives a benefit of 50% of your reduced monthly benefit for the remainder of his/her lifetime.

- **Level Income Option** – If you retire before you reach age 62 or 65, you receive larger benefit payments from the Plan until you reach age 62 or 65, and smaller benefit payments thereafter when you are likely eligible to receive Social Security. No benefit is paid after your death.

- **Lump Sum** – If the lump sum value of your benefit is not greater than $10,000, you may request that your benefit be paid to you in a single sum. Lump sum payments will be considered a complete and final payment of all benefits payable to you under the Plan.

- **If You Are Married**
If you are married (to a same or opposite sex spouse) and wish to designate someone other than your spouse as beneficiary, or to elect a payment option other than one of the joint and survivor annuities, your election will not be valid unless you have your spouse’s written, notarized consent on a Plan form.

**Selecting a Payment Option**
To receive a benefit when you retire, you must complete election forms and other necessary documents. Your application cannot be completed and signed more than 90 days before your benefit is to begin.

You can elect, change, or cancel a payment option any time before your pension payments begin. Your option election becomes effective when your pension begins. After payments start, you cannot change your beneficiary and/or your form of payment in any way, as your choices are then irrevocable.

**Return to Work At Duke After Retiring**
If you retire under the Plan and are later re-employed at Duke, your benefit will continue as long as you are regularly scheduled to work 19 hours or less per week (less than 1,000 hours during a fiscal year).

If you are regularly scheduled to work more than 19 hours per week, or work 1,000 hours or more during a fiscal year, your payments will stop. When you retire again, your benefit will be recalculated using the benefit formula in effect and all of your service and earnings, with an adjustment to recognize the benefits you have already received.
Faculty and Staff Retirement Plan (403(b) Plan)
The Faculty and Staff Retirement Plan has been designed to provide you with a retirement income. You may contribute to this plan regardless of whether you are an employee paid on a biweekly basis or on a monthly basis. Plan contributions, plus interest, earnings, and capital appreciation on the contributions will be used to provide your retirement benefits.

The normal retirement date under the Plan is the day on which you attain age 65. However, you may elect to retire at any age following termination of employment with Duke. Upon termination of employment, you may elect to receive vested plan benefits or may postpone the commencement of your vested benefits up to any date permitted under the investment carrier's contract or agreement; however, you must comply with Required Minimum Distribution rules.

You will need to make decisions regarding the withdrawal of your vested retirement funds. These are important decisions that impact the level of income you will receive, the taxability of that income, and how long that income will last. Please note the following:

- If you terminate prior to age 65 and have worked at Duke for less than three years, your account may be subject to vesting rules. For additional information about vesting, please visit: www.hr.duke.edu/benefits/retirement/changes/vesting.php.

- You do not have to annuitize your accumulations even if your funds are invested with one of the annuity investment carriers, VALIC or TIAA. However, if you do wish to annuitize all or part of your money, you may contact any of Duke's investment carriers for annuity information.

- In general, you have to be terminated on our payroll system in order to take a distribution from your retirement plan. Your separation date is usually updated with your retirement carrier(s) within two weeks of your final paycheck.

- For the purpose of the retirement plans, Faculty Emeriti are considered terminated and therefore, must comply with Required Minimum Distribution (RMD) rules. The termination date is based on the date the faculty moves to the Emeritus status regardless of whether they continue to receive pay.

- Make sure to designate a beneficiary for your retirement plan and keep the designation current. Your beneficiary designation supersedes your will, so if you don't name a beneficiary, your money could go to an unintended heir. Contact your investment carrier to update your beneficiary. For additional information regarding beneficiary designation, please review the Summary Plan Description at: www.hr.duke.edu/summaryplan descriptions/spd.pdf

Distribution Options
Since retirement isn’t the same for everyone, you will need to understand the options available under the Plan and make decisions regarding the withdrawal of your vested retirement funds. You are responsible for selecting your retirement payment option. Contact your investment carrier(s) to begin distributions and to obtain more specific information regarding distribution options. The following highlights some of the many options you have available:

Systematic withdrawals: This payment option allows flexibility in the amount and/or frequency of payments. You may change the amount or stop the withdrawal at any time.

- Systematic withdrawals may be appropriate if you are waiting for other income to begin (such as Social Security or an employer pension), or if you want to offset an income loss or reduction (such as transitioning into retirement by reducing your work schedule).

- Generally, systematic withdrawals are taxable as ordinary income.

- Specific funds may have restrictions that do not allow for systematic withdrawals. You will need to contact your investment carrier for further information.

Lump Sum Payments: Generally, full or partial withdrawals of vested account balances may be requested at any time. Specific funds may have restrictions that do not permit full withdrawals.

Annuities: An annuity can provide steady income that is guaranteed for your lifetime, regardless of how long you live. Once you have selected this option, you will not be able to change your election or the amount of the payment. Annuity payments may or may not keep up with inflation. There are two basic types of annuities:

- Fixed Income Annuity—The company providing the annuity makes long term investments and the monthly income is guaranteed at a pre-set rate. For example, you receive the same benefit for life.

- Variable Income Annuity—This type of annuity is based upon a variety of investment options such as stocks, bonds, and money markets. Market fluctuations will affect the income options under a variable annuity and the resulting payment could decrease or increase.
Within these two types of annuities, you can choose from a variety of annuity income options, including, but not limited to:

- **Single Life**—The income is paid only during your lifetime. Upon death, payment ceases.
- **Joint and Survivor**—Provides two people with income for as long as either one lives.
- **Guaranteed Period**—An annuity that provides guaranteed income for a fixed period of years. Should you die before the period is complete, benefits will continue to your beneficiaries for the remainder of the period.

If you would like an annuity distribution to be made, arrangements must be made with your investment carrier(s). Once you have selected an annuity payment option and have signed and submitted the paperwork, your decision is irrevocable.

**Other Options:** Many investment carriers have specifically designed distribution methods to meet the varying needs of individuals.

**Other Considerations:**

### Required Minimum Distribution Rules

You may wish to defer beginning your retirement income. However, you should be aware that the IRS requires that, after a certain point, you begin to withdraw from your 403(b) retirement plan account. This is known as the Required Minimum Distribution (RMD) rules. These are as follows:

- Retirement contributions and earnings that were invested after 1986 are subject to minimum distribution by April 1 following the calendar year you either turn 70 ½ or retire, whichever comes later. Therefore, you must begin to receive some income from your retirement plan at this time.
- Only contributions and earnings up to 1987 (account balance on 1/1/1987) are known as your “grandfathered accumulations”. These contributions only become subject to minimum distribution rules at age 75.
- Once you begin minimum distributions, you must continue to receive income each year thereafter to satisfy these rules. You are responsible for beginning minimum distributions; your investment carrier(s) can provide you with guidance.
- If you do not comply with these rules, you could become subject to a 50% excise tax on your minimum distribution.

If you are of sufficient age to begin minimum distributions, you may wish to select the minimum distribution payment option as your payment option. This option may be appropriate if you want to maximize income deferral and preserve your accumulation, you have other income that is adequate for your basic income needs or you want to postpone selecting an annuity or other distribution method.

- You can withdraw more than the minimum required amount.
- Your withdrawals will be included in your taxable income except for any part that was taxed before (your basis) or that can be received tax-free (such as qualified distributions from designated Roth after-tax contributions).

Consult with your tax accountant or your 403(b) investment carrier(s) to obtain more information. You may also visit the IRS site at: [www.irs.gov/Retirement-Plans/Plan-Participant,-Employee/Retirement-Topics-Required-Minimum-Distributions-%28RMDs%29](http://www.irs.gov/Retirement-Plans/Plan-Participant,-Employee/Retirement-Topics-Required-Minimum-Distributions-%28RMDs%29).

### Taxation of Benefit Payments

Benefit payments are included in your income in the year of payment. In addition, substantial tax penalties may be imposed on withdrawals prior to attainment of age 59½, death or disability. You should consult your accountant, tax attorney, or other qualified financial adviser before making a withdrawal from the plan.

In the case of certain benefit payments, you may defer taxation on the payment by electing a direct rollover of all or part of such distributions to an IRA or another employer’s eligible retirement plan that accepts rollovers. If a benefit payment is eligible for direct rollover treatment but you do not elect rollover treatment, the investment carrier is required to withhold 20% of the taxable portion of the benefit payment.

For more information about the taxation of benefit payments or whether a benefit payment is eligible for direct rollover treatment, contact your investment carrier(s).
Taxation of Roth After-Tax Contributions
In general, to make a qualified tax- and penalty-free withdrawal of Roth contributions and earnings, the following conditions must be met:

- the account must have been established for at least five years, and
- the withdrawal must be taken at or after age 59½, or as the result of disability or death.

The five year period begins on January 1 of the year you make your first Roth after-tax contribution, which can be made at any time during the year. Even if you contribute in December, you will still receive a year’s credit. Also, you don’t have to make a contribution every year. Your first contribution “starts the clock.”

Distributions that do not meet these conditions are considered nonqualified withdrawals. Nonqualified withdrawals are treated as a prorated return of Roth contributions and earnings. The portion of the distribution that represents earnings will be subject to ordinary income tax and possibly a 10% federal penalty tax for early distributions. However, the portion of the withdrawal that represents a return of Roth contributions would not be subject to tax.

For more information about the taxation of Roth after-tax contributions or whether a distribution is a qualified withdrawal, contact your investment carrier.

Investments Strategies in Retirement
Along with deciding which distribution option will meet your income needs at retirement, it’s also important to think about how you should invest in retirement. You are encouraged to meet with your 403(b) investment carrier or your financial advisor to discuss your plans. They can help you identify the investment track that may be right for you.

Monthly Paid Employees Who Were Previously Paid Biweekly
If you are currently a monthly paid employee and at some point in your career at Duke you were paid on a biweekly basis, you may be eligible for a benefit from the Employees’ Retirement Plan (ERP). Please carefully review the ERP section (page 14) and contact the Human Resource Information Center at 919-684-5600 for additional information.

Social Security
In planning your retirement you will need to take into account Social Security benefits. Basic information regarding Social Security benefits is provided here but you are encouraged to contact the Social Security office or website (www.ssa.gov) for a personalized estimate of your benefits.

While working at Duke, both you and Duke contribute to Social Security. When you retire, your Social Security benefit amount will depend upon when you decide to retire and begin to receive your Social Security benefits and your history of earnings throughout your career.

- Retiring Early - Social Security benefits may start as early as age 62; however, the benefit amount is reduced based upon your age when the benefit begins. The early retirement benefit is less than your full retirement amount would have been if income had commenced at your full retirement age. Benefits payable to people who retire earlier than their full retirement age are reduced to account for the longer period of time the benefits will be payable.

- Normal Retirement Age for a Full Benefit - If you were born in or before 1937, the retirement age for full or normal Social Security benefits is 65 years. If you were born in 1938 or later, the normal retirement age for receiving full benefits is increased beyond 65. Please contact Social Security Administration for more details.

Working During Retirement: You can work while you receive Social Security retirement benefits; however your earnings will reduce your benefit amount only until you reach your full retirement age.

Contact Social Security Administration for the most current information.

Resources available to help you plan for your retirement:

- Attend a free one-on-one session with Duke’s investment carriers. To schedule an appointment go to: www.hr.duke.edu/benefits/retirement/carriers.php.
- Attend seminars or webinars during Duke’s annual Financial Fitness Week in the spring.
- Attend a free seminar at the Duke University Federal Credit Union. To see the list of events, visit: www.dukefcu.org/EventsCalendar.aspx
## Survivor Benefits

The following benefits may be available to the surviving spouse or estate of an eligible employee or faculty member who dies after retiring from Duke.

### Health/Dental Insurance

1. Surviving spouses and dependents of deceased retirees covered under one of Duke's health or dental insurance plans remain eligible to participate.
2. Spouses become ineligible if they remarry.
3. Family members not covered at the time of the employee's death are not eligible for health or dental benefits.
4. Dependents become ineligible when they reach the age of 26.

The word “spouse” is used in this retirement planning guide. This means legal spouse. In addition, it refers to an employee’s registered same sex spousal equivalent providing the employee was hired prior to January 1, 2016 and registered his/her partner at Duke HR prior to January 1, 2016. This employee's registered partner is grandfathered under Duke's Same Sex Spousal Equivalent Policy and is included in the meaning of “spouse” for the purpose of benefit programs wherever permissible under federal and state law. The grandfather status continues for the course of this relationship only.

### Other Survivor Benefits that may be available

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Retirement Certificate</td>
<td>A one-time payment of $2,500 will be paid to the surviving spouse or estate of a deceased retiree who was issued a Post Retirement Certificate after retirement. In order to be eligible for the Post Retirement Certificate, the employee or faculty member must have been hired at Duke before December 1, 1974, and have participated in Duke's Group Life Insurance Plan for ten years or longer and must have retired no earlier than age 65.</td>
</tr>
<tr>
<td>Whole Life Policy</td>
<td>A retired employee or faculty member may have converted the $10,000 Basic Group life policy to a whole life individual policy. If the policy was converted, the beneficiary has several benefit payment options. The individual policy should contain information on filing claims. If the policy cannot be located, call Customer Service, Life Insurance Policies at 1-800-638-5000.</td>
</tr>
<tr>
<td>Supplemental Life Insurance</td>
<td>A retired employee or faculty member may have continued Supplemental Life coverage. After the death of the covered retiree, the surviving spouse or other beneficiary should call 1-800-552-9670 to file notice with the insurance broker, Mercer Voluntary Benefits. A claims packet will be sent to the named beneficiary.</td>
</tr>
<tr>
<td>Universal Life</td>
<td>The surviving spouse or beneficiary of a deceased employee or faculty member enrolled in the Universal Life policy should contact the appropriate provider for information. The providers are the Holroyd Agency at 919-755-8684 or North Carolina Mutual at 1-800-533-2357.</td>
</tr>
<tr>
<td>Post Retirement Life Insurance</td>
<td>The surviving spouse or beneficiary of a deceased employee or faculty member enrolled in the Post Retirement Life Insurance Plan should contact the Holroyd Agency at (919)755-8684 for information.</td>
</tr>
<tr>
<td>Long Term Care Insurance</td>
<td>A surviving spouse currently enrolled in the Long Term Care Insurance program should contact Prudential at 1-800-732-0416.</td>
</tr>
<tr>
<td>Social Security</td>
<td>The amount of payment to be received by a surviving spouse will depend upon current regulations. Social Security Administration should be notified promptly of the death of the covered employee.</td>
</tr>
<tr>
<td>Employees’ Retirement Plan (ERP)</td>
<td>The availability and amount of survivor retirement income will depend upon the option selected by the participant at the onset of retirement income payments. Human Resources, Benefits should be notified promptly of the death of the participant.</td>
</tr>
<tr>
<td>Duke Faculty and Staff Retirement Plan</td>
<td>The availability and amount of survivor retirement income will depend upon the option selected by the participant at the onset of retirement income payments. Contact the investment carrier (Fidelity, TIAA-CREF, VALIC or Vanguard) for additional information.</td>
</tr>
<tr>
<td>Children’s Tuition Grant Program</td>
<td>Tuition grant will continue to qualified children of an eligible deceased retiree.</td>
</tr>
</tbody>
</table>

Note: It is in the best interest of the employee, retiree and their beneficiaries to have a safety deposit box or some secure place to store all important papers.
### Privileges and Memberships after Retirement

<table>
<thead>
<tr>
<th>Duke University Federal Credit Union</th>
<th>You can remain a member after retirement and retain the same privileges as active employees. You may also sign up as a new member. For more information, visit the Credit Union at 2200 West Main Street, Durham, NC 27705 or call 919-684-6704. You may also visit the Duke Federal Credit Union web site, located at <a href="http://www.dukefcu.org">www.dukefcu.org</a>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Club</td>
<td>If you were eligible for membership at the time of retirement, you are eligible to continue your membership or to become a member when you retire. If you have questions, contact the Faculty Club at 919-684-6672.</td>
</tr>
<tr>
<td>Duke Center for Living</td>
<td>If you were eligible for membership at the time of retirement, you are eligible to continue your membership or to become a member when you retire. If you have questions, contact the Center for Living at 919-660-6600.</td>
</tr>
<tr>
<td>Duke University Retiree Association (DURA)</td>
<td>All retired employees are eligible to join DURA. The purpose of this association is to provide social and fellowship programs, volunteers for Duke, and leadership to Duke regarding improving the health, happiness, and general well being of its retirees. Joining DURA allows its members to receive the DURA newsletter and notices of meetings, as well as a list of local merchants who offer discounts to DURA members. If you wish to become a member, contact Staff and Family Programs at 919-684-9040. Information packets are available at the Human Resource Information Center (HRIC).</td>
</tr>
<tr>
<td>Duke University Retiree Outreach (DURO)</td>
<td>DURO is a volunteer organization composed of retired Duke employees who serve the community through the Duke Durham Neighborhood Partnership. DURO offers a variety of rewarding volunteer activities at Lakewood Elementary School including tutoring, helping in the library, gardening and working on special projects and events. For more information, please call 919-668-6300.</td>
</tr>
<tr>
<td>Osher Lifelong Learning Institute at Duke</td>
<td>The Osher Lifelong Learning Institute at Duke (formerly DILR, or the Duke Institute for Learning in Retirement) is part of a network of over 100 lifelong learning institutes funded by the Bernard Osher Foundation and dedicated to providing excellent education for adult learners. Generally, classes last 12 weeks, meet once a week for 1½ hours, and are held in the Bishop’s House. For more information, contact Continuing Education at 919-684-2703.</td>
</tr>
<tr>
<td>University Athletic Facilities</td>
<td>Access to some facilities are available with a Duke ID card. Please refer to the “Duke ID Card” section below for more information. Contact 919-613-7521 for more information.</td>
</tr>
<tr>
<td>Duke ID Card</td>
<td>In order to obtain an ID card, you must have an active NetID. Your department, at its discretion, may request guest access for a NetID on-line at <a href="http://oit.duke.edu/email-accounts/netid/guest/index.php">http://oit.duke.edu/email-accounts/netid/guest/index.php</a> (Select “complete a guest account request” under the “Adding New Guest Services”.) The card has no special privileges and there will be a charge for the card. Contact the Duke Card office at 919-684-5800 for more information.</td>
</tr>
<tr>
<td>Duke Golf Course Membership</td>
<td>Retirees can purchase a golf membership. The phone number is 919-681-2288.</td>
</tr>
<tr>
<td>Library Card</td>
<td>Retirees can obtain access to book collections at main campus libraries by completing a form at the circulation desk for an annual fee of $100.00. Access to on-line materials is only available with an active NetID. The Perkins Circulation Desk number is 919-660-5870.</td>
</tr>
</tbody>
</table>
# Other Helpful Contact Information

<table>
<thead>
<tr>
<th>Benefits</th>
<th>WEBSITES</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resource Information Center/Benefits</td>
<td><a href="http://www.hr.duke.edu">www.hr.duke.edu</a></td>
<td>919-684-5600</td>
</tr>
<tr>
<td>Fidelity Investment Carrier</td>
<td><a href="http://www.fidelity.com/duke">www.fidelity.com/duke</a></td>
<td>1-800-343-0860</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Appointments: <a href="http://www.fidelity.com/reserve">www.fidelity.com/reserve</a></td>
</tr>
<tr>
<td>TIAA Investment Carrier</td>
<td><a href="http://www.tiaa-cref.org/duke">www.tiaa-cref.org/duke</a></td>
<td>1-800-842-2776</td>
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<td></td>
<td></td>
<td>Appointments: <a href="http://www.tiaa-cref.org/schedulenow-duke">www.tiaa-cref.org/schedulenow-duke</a></td>
</tr>
<tr>
<td>VALIC Investment Carrier</td>
<td><a href="http://www.valic.com/duke">www.valic.com/duke</a></td>
<td>1-877-375-2424</td>
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<td>Appointments: 919-401-3252</td>
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<tr>
<td>Vanguard Investment Carrier</td>
<td><a href="http://duke.vanguard-education.com">duke.vanguard-education.com</a></td>
<td>1-800-523-1188</td>
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<td>Appointments: <a href="http://meetvanguard.com">meetvanguard.com</a> or (800) 662-0106 ext. 14500</td>
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<tr>
<td>Employees' Retirement Plan (Biweekly Paid Employees Only)</td>
<td><a href="http://www.hr.duke.edu">www.hr.duke.edu</a></td>
<td>919-684-5600</td>
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<tr>
<td>Social Security</td>
<td><a href="http://www.ssa.gov">www.ssa.gov</a></td>
<td>1-888-759-3908 (local office) 1-800-772-1213 (regional office)</td>
</tr>
<tr>
<td>Medicare Part A Medicare Part B</td>
<td><a href="http://www.medicare.gov">www.medicare.gov</a></td>
<td>1-800-633-422</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact Social Security to enroll in Part B at 1-800 772-1213</td>
</tr>
<tr>
<td>Seniors' Health Insurance Information Program (SHIIP)</td>
<td><a href="http://www.ncdoi.com/SHIIP">www.ncdoi.com/SHIIP</a></td>
<td>1-800-443-9354</td>
</tr>
<tr>
<td>Durham Center for Senior Life</td>
<td><a href="http://www.dclsnc.org">www.dclsnc.org</a></td>
<td>919-688-8247</td>
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Resources for Faculty

One year before your projected retirement date

In addition to clarifying and updating information you have obtained about your benefit plan selections, Medicare, Social Security and the retirement plan selections you have made, as a faculty member, you have other things to consider. It is also the time to formulate specific decisions and establish a specific time-frame for implementing these decisions.

Notify your department chair and appropriate Dean.

This is the time to discuss continued departmental activities if you expect to remain active in the department after retirement. Such activities could include teaching, research and committee service as well as office space availability.

Check with University Library Staff regarding the disposition of your personal and professional library.

Should you wish to do so, you may learn how to dispose of your personal and professional library by contacting the Collections Development Department at 919-660-5815.

Faculty collections contribute significantly to the strength of Duke’s Libraries. Accordingly, as you make plans for your retirement, you are urged to contact Perkins Library, the Medical School Library, and the various branch libraries. Library staff is also available to answer questions regarding the disposition of research materials collected over the years. The Head of the Collection Development Department and bibliographers will determine the institutional value of such materials.

Library staff will advise you on procedures for donating materials to the library. If parts of your collection turn out to be duplicative, staff may suggest donating to other institutions or book dealers who may find the collection of use. Although the law precludes the Library from assigning a monetary market value for the books that you donate, staff is available to provide limited assistance, including sources of evaluation information as well as a list of reputable appraisers who can, for a fee, provide you with the monetary value of your donation. A gift of library materials will in most instances qualify as a charitable deduction for income tax purposes. However, a qualified appraiser must evaluate donations proposed to be in excess of $5,000. The Library will provide acknowledgment of gifts. Further inquiries may be directed to the Head of the Collection Development Department (919-660-5815) or to the appropriate bibliographer.
Check with University Archives regarding the disposition of your personal papers.

Contact the University Archivist (919-684-5637) with regard to the archival interest of documents you have collected. In general, the Archivist is interested in acquiring unique and significant records that pertain to the history of the Duke community. A general guideline to follow in determining the archival value is to ask what material would be helpful in writing a history of Duke or one of its component parts, such as an academic department, school, or program. The University Archivist is available to discuss questions concerning documents such as letters, diaries, or notebooks. Due to Federal laws governing the use of student records, the Archivist does not keep grade books, marked papers or other material that might be considered part of a student’s academic record. The Archivist will provide containers for the materials you wish to donate.

Discuss seeking emeritus status with your Department Chair and appropriate Dean.

If you are eligible, you should contact your Dean about making a recommendation for emeritus status to the Provost as early as a year and, if possible, no later than six months prior to your retirement date. Tenure track faculty who retire after reaching age sixty-five or have served Duke for more than ten years, are eligible to receive the emeritus title of the same faculty rank they held at retirement.

Emeritus status includes the following privileges: inclusion in faculty mailing lists, invitations to attend appropriate University functions, the right to be considered for Research Council grants.

Discuss seeking office, laboratory, or studio space with your Department Chair and appropriate Dean.

Because space is at such a premium at Duke, office, laboratory, and/or studio space is usually relinquished upon retirement so that it is available for reassignment to active faculty. However, professors often continue to contribute after retirement through research, teaching, or other service. A retiring professor may contact the Dean (in consultation with the Department Chair) to allocate space for such purposes.

The Dean, on advice of the Department Chair, will weigh each request against alternative uses for the space in advancing the scholarly purposes of the University. In estimating the probabilities of future contributions by the retiring professor, past contributions will be considered. If space is allocated, it will be preferably for a maximum of two years; however, subsequent requests may be presented at the expiration of the original assignment. Retiring professors may apply for library carrel space to the appropriate libraries.

Parking privileges are more generous for emeriti faculty, although specific parking arrangements such as fees for specific gated parking lots, free parking in open lots, etc. will vary. You must contact Parking Services at 919-684-7275 for clarification of your parking privileges and associated costs.