This resource is intended to provide important employment-related contact information, updates, and instructions to CUP employees following the loss of employment due to the closure of the university in 2020.

1. Custodial Institution for Employment Records

Concordia University St. Paul (CSP) will become the official custodian of CUP employment records effective September 1, 2020. CSP will maintain employment records and payroll records in an electronic format and in accordance with federal and state requirements for records retention of employment related documentation.

2. Address Changes and Verification of Employment

It is critical that address changes are reported to CUP, and eventually CSP, in a timely manner in order to receive important notifications and documentation.

Send physical address changes to:

- Email: HR@cu-portland.edu or Fax: 1-503-961-8930 prior to 9/1/2020
- Email: humanresources@csp.edu or Fax: 1-651-641-8782 on or after 9/1/2020

Requests for verification of employment should be sent to the appropriate Human Resources department based on the schedule above. The respective department will verify dates of employment, employment status, position title, and salary, if requested and authorized.

References regarding work performance and/or personal integrity will not be provided by either organization.

3. Email Address Changes

Important updates and notifications are often sent electronically. Prior to separation from employment, please update MyCU with your preferred email address.

Following separation from employment, email address changes may be sent to:
4. 2020 W2 and 1095c Tax Documents

- 2020 W2 tax forms will be issued by January 31, 2021 by ADP to your permanent address on record.
- 1095c tax forms will be issued by CSP by January 31, 2021 to your permanent address on record.

5. Unemployment

Generally speaking, file for unemployment benefits in the state where your wages were earned. Each state has different benefit rates and rules pertaining to unemployment insurance eligibility. Job search resources are typically available and managed by the state that you reside in.

- Washington remote workers and residents: https://esd.wa.gov/unemployment
- Idaho workers and residents: https://www.labor.idaho.gov/dnn/Unemployment-Benefits

6. CUP Health Insurance and Health Plans

If you were enrolled on a CUP medical and/or dental plan at the time that your employment ended, your coverage on that plan will end on the last day of the month of employment.

CUP will end participation on all medical and dental plans effective August 31, 2020. This decision affects current employees enrolled on a health plan, if any, and all active COBRA participants. Closure of a health plan is a qualifying event with respect to the ability to enroll in a Healthcare Marketplace or other employer sponsored plan.

7. COBRA

If you were enrolled on a CUP medical or dental plan at the time that your Concordia employment ended, you will receive COBRA enrollment information from Allegiance which is CUP’s third-party administrator for COBRA plans. You have 60 days from the loss of coverage to enroll in COBRA and to make your coverage retroactive to the first day of lost coverage. You are 100% financially responsible for COBRA coverage and premiums are paid on a month to month basis.
8. Flexible Spending Accounts for Healthcare and Dependent Care

An employee who was enrolled on a tradition health care plan and who elected to participate in a Flexible Spending Account (FSA) for healthcare expenses and/or dependent care expenses will have final pre-tax contributions to individual accounts deducted on final paychecks.

If employment ends prior to June 30, 2020, you have 60 days from the last day of coverage to submit claims for reimbursement. Unused funds at the end of the claim submission period will be subject to forfeiture.

The FSA plan will be terminated effective June 30, 2020.

Contact information:

WageWorks: 1-877-924-3967 available 24/7 except some holidays
WageWorks online portal: www.wageworks.com/employees/support-center

9. Health Savings Accounts associated with Qualified High Deductible Health Plans

An employee who was enrolled on a high deductible health care plan and who was allocated a health savings account (HSA) will retain ownership of the HSA when employment ends.

Any money that you contributed, or that Concordia contributed on your behalf, to the account will remain yours for use on qualified expenses in the future. You may also roll these funds into a new employer’s HSA or simply keep the funds in the existing account.

Contact information:

→ Kaiser Permanente Health Payment Services for employees on the Kaiser high deductible plan
  1-877-761-3399
  Monday through Friday 5 am – 7 pm Pacific Time except holidays
  KP@healthaccountservices.com
  Kaiser Health Payment online portal: www.Kp.org/healthpayment

→ HealthEquity Health Savings Account for employees on the Regence/BCBS high deductible plan
  1–866–855–8908
  Monday through Friday 7 am – 5 pm Central time
  memberservices@healthequity.com
  HealthEquity online portal: www.healthequity.com/hsa
10. Concordia University Pension

Eligible employees who were employed at CUP on or after April 1, 2020 will be credited full “vesting” in the Concordia Pension Plan and will be eligible for a pension benefit payable to you as “the member” upon your retirement, or to your spouse upon your death.

Employees who transfer to another Concordia in the CU system in a benefit eligible position will resume earning creditable service towards their pension plan benefit without restarting their service “clock.”

The pension benefit is not eligible for rollover or transfer to another qualified pension plan.

Please ensure that you maintain current address and contact information with Concordia Plans at:

Concordia Plan Services: www.concordiaplans.org
1-888-927-7526
info@concordiaplans.org
Monday through Friday 7:00 am – 5:00 Central time

11. Concordia University 403(b) Retirement Savings Plan

After employment ends, your funds will remain in your account and you may continue to make investment elections, but you may not make any additional pre-tax payroll deductions.

In addition, you may rollover your fund balance from The Standard to another qualified retirement plan with a new employer or to a qualified individual retirement plan (IRA). To initiate this transaction, log onto your account with the Standard at https://login.standard.com/. Go to “My Account” and select “Request a Distribution.”

If a decision is made to terminate the 403(b)-plan sponsored by CUP, you will receive communications from The Standard with explicit instructions and deadlines for transitioning your account holdings. It is very important that you maintain up to date contact information with The Standard in order to receive these communications.

Contact information:

The Standard: www.login.standard.com
1-800-858-5420
Monday – Friday 5 a.m. to 5 p.m. Pacific time

12. Life Insurance

CUP’s term life, accidental death and disability, and supplemental life insurance policies (excluding AFLAC) are administered by Concordia Plan Services. Coverage provided by these policies will end on the last day of the month in which are employed unless you decide to convert your policy(ies) into an individual life insurance policy.
For additional information please contact CPS at:

Concordia Plan Services: [www.concordiaplans.org](http://www.concordiaplans.org)
1-888-927-7526
info@concordiaplans.org
Monday through Friday 7:00 am – 5:00 Central time

To convert an AFLAC policy to an individual policy, please contact: AFLAC, 503-206-9114, [www.aflac.com/andrew_luccock](http://www.aflac.com/andrew_luccock)

13. Employee Assistance Plan

The loss of employment does not only impact financial well-being but can also have significant implications for our short and long-term spiritual, emotional, physical, relational, and vocational well-being.

The employee assistance program is designed to help you and your dependents cope with stress, depression, anxiety, anger, grief, and a variety of other work, family, and life issues. All EAP services are free and confidential for up to 60 days following the end of employment. Services can be accessed 24/7 at 1-866-726-5267.

The Pastoral Support Network is an EAP specifically designed for ordained pastors and those that live in a pastor’s home. The PSN is free and confidential and can be reached at 1-888-712-1805.

Finally, in deep gratitude, thank you for your service to the students of Concordia University - Portland and for the many gifts that you shared with colleagues and our community. Please accept this offer of prayer for your future health and well-being…

“Don’t worry about anything; instead, pray about everything. Tell God what you need and thank him for all he has done. Then you will experience God’s peace, which exceeds anything we can understand. His peace will guard your hearts and minds as you live in Christ Jesus.”

--Philippians 4: 6-7