

## **Career Transition Frequently Asked Questions**

### **General Information**

1. Q: When will I receive my last paycheck?

A: The specific dates will vary based on your date of separation. Most state employees are paid on a bi-weekly delayed basis, so it is likely that your last paycheck will cover the period you worked two weeks prior to your departure. If you leave in the middle of a pay period, your last paycheck will only be for the hours worked during that two-week period. It is possible that leave balance liquidations will occur on this paycheck as well. However, leave balance liquidations could appear on a final check that is issued during the following pay period. This final paycheck will be a paper check and not direct deposit.

2. Q: After separating from state service, will I have access to my personal information (e.g. paychecks, W-2, mailing address) in myOhio?

A: Yes, after separating from state service you will still have access to your personal information in myOhio using your OH|ID (employee ID) and password.

If you consented to receive your W-2 electronically, you can access it from myOhio and print it at your convenience. If you did not consent to receive your W-2 electronically, you will need to contact your former agency's human resources office to request a paper copy and have it mailed to you.

If you plan on moving, you should update your mailing address in myOhio and also notify your former agency's human resources administrator.

3. Q: How do I reset my myOhio password?

A: If you have not logged in to OAKS for more than 30 days, you will need to reset your password (passwords must be reset after termination in order to view paychecks, W-2, etc.). Use the password reset function in myOhio to reset your password. If you have difficulty, call the myOhio Help Desk at 1-888-644-6625 or 1-800-409-1205, please also have your OH|ID (employee ID) ready.

### **Separating from State Service**

4. Q: If I separate from state service but I am rehired within 31 days, is that considered a break in service?

A: No, if you are rehired within 31 days from your date of separation, your service time will continue as if there was no break in service. Dental, vision and life insurance will continue without interruption and you will not have to work another full year to have them reinstated.

5. Q: If I separate from state service but I am not rehired within 31 days, is that considered a break in service?

A: Yes, if your separation from state service is 31 or more days, it constitutes as a break in service. If you are rehired after 31 or more days from your date of separation, you are considered a newly hired employee and must work one full year based on your rehire date before being eligible for dental, vision and life insurance.

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## Unclassified Fallback Rights

6. Q: Do I have fallback rights?

A: Fallback rights require a specific analysis of individual situations by your agency's human resources office to determine if you have fallback rights. There are also situations when you forfeit your rights to resume a position in the classified service. If you have questions regarding fallback rights, please contact your agency's human resources administrator.

7. Q: When can I exercise my fallback rights from an unclassified to a classified position?

A: Pursuant to ORC 124.11 (D), an employee's right to resume a position in the classified service may **only** be exercised when an appointing authority demotes the employee to a pay range lower than the employee's current pay range **or** revokes the employee's appointment to the unclassified service, as well as other determining factors. If you have questions regarding fallback rights, please contact your agency's human resources administrator.

## Revolving Door

If you have questions regarding revolving door, provisions, prohibitions, etc., please contact your agency's Chief Legal Counsel and/or the Ohio Ethics Commissions at (614) 466-7090 or [ethics@ethics.ohio.gov](mailto:ethics@ethics.ohio.gov).

8. Q: What is "revolving door"?

A: Before you leave your public role and for one year after leaving your position, you are prohibited from representing any person (including a company, nonprofit organization or public agency) on any matter in which you personally participated.

Representation includes any formal or informal appearance before or any written or oral communication with any public agency.

Public agency includes, but is not limited to, any state entity, the General Assembly, any county or municipality.

Personal participation includes decision, approval, disapproval, recommendation, the rendering of advice investigation or any other substantial exercise of administrative discretion. If you supervised other public servants, you have personally participated in any matters on which you supervised them.

9. Q: What provision should I be aware of if I am seeking new employment?

A: Pursuant to ORC 102.03 (D) and (E), the law generally prohibits you from seeking employment from any person, agency, organization or company that has these relationships with your public agency:

- Doing or seeking to do business with it;
- Regulated by it; or
- Interested in matters before it.

However, you may be able to seek employment from these persons if you are able to and do withdraw completely from any matter involving the party for whom you are seeking. In order to effectively withdraw, you must inform your supervisor and the agency attorney of your job seeking activity.

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10. Q: What activities am I not prohibited from?

A: You are not prohibited from:

- Assisting your former public agency;
- Discussing or sharing non-confidential information with your new colleagues; or
- Engaging in ministerial activities on matters in which you personally participated.

11. Q: Where can I find additional information regarding post-employment and “revolving door”?

A: For additional information regarding post-employment and “revolving door” issues, please review the Ohio Ethics Commission’s [Post-Employment and Revolving Door Information Sheet](#).

To find this information online following the navigation:

- Visit [www.ethics.ohio.gov](http://www.ethics.ohio.gov)
- Click **Education**
- Scroll down to Fact Sheets
- Click **Alphabetically**
- Scroll down and click **Post-Employment and Revolving Door-Ohio’s Ethics Law**

### **Lobbying Activity Filings/Financial Disclosure/Post-Employment Disclosure**

If you have questions regarding lobbying activity filings, financial disclosure, post-employment disclosure, etc., please contact your agency’s Chief Legal Counsel, the Office of the Legislative Inspector General at (614) 728-5100 and/or the Ohio Ethics Commission at (614) 466-7090

12. Q: I am currently a registered lobbyist, am I required to file with the Joint Legislative Ethics Committee (JLEC) after I’ve separated from state service?

A: Yes, if you leave your current state service position for a new position (either in the public or private sector) you are required to file with JLEC for the time you proactively lobbied. The following reporting periods apply:

#### **January-April Reporting Period**

Reports Due: May 31<sup>st</sup>

#### **May-August Reporting Period**

Reports Due: September 30<sup>th</sup>

#### **September-December Reporting Period**

Reports Due: January 31<sup>st</sup>

All registered lobbyist will be required to renew between December 1, 2018-January 15, 2019 if they plan to continue lobbying.

13. Q: I currently file an annual Financial Disclosure Statement (FDS) Form with the Ohio Ethics Commission, am I required to file a FDS after I’ve separated from state service?

A: Yes, if you leave your current state service position for a new position (either in the public or private sector) you are required to file a FDS by May 15, 2019 for calendar year 2018 when you were still a public-sector employee.

You have the option of filing a paper or electronic form. If you prefer paper, please be sure your personal information is updated in [myOhio.gov](http://myOhio.gov) so your former agency can provide the form to you. If you prefer electronic filing, please visit <https://www2.jlec-olig.state.oh.us/fds/>.

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The Ohio Ethics Commission works with agency liaisons to determine an agency's FDS filers. Please work with your agency liaison to update your address in order to receive reminders.

14. Q: Am I responsible for my FDS filing fee?

A: No, the law requires state agencies pay the \$60.00 filing fee for the employees who serve the agency. However, if you file your statement after the appropriate deadline you are responsible for the additional late filing fee of \$10.00 per day, for each day the statement is late, up to a maximum of \$250.00.

15. Q: Am I required to file a Post-Employment Disclosure Form?

A: Yes, Ohio law requires elected officials or employees who file a FDS, to file a Post-Employment Disclosure (PED) Form with the Ohio Legislative Inspector General (OLIG) upon separation from state service.

In addition, if you receive income from a Qualifying Source following your separation from state service, you may be required to periodically submit updated PED statements to the OLIG.

If you have questions regarding the Post-Employment Disclosure Form, please contact your agency's human resources administrator.

16. Q: What is a "Qualifying Source"?

A: A Qualifying Source is any of the following:

- An executive agency lobbyist or a legislative agent
- An employer of an executive agency lobbyist or legislative agent that is not a state agency or political subdivision
- Any entity that, during the two immediately preceding years, was awarded contract(s) from a state agency/agencies worth an aggregate value of at least \$100,000.00

## Benefits

17. Q: When will my health care coverage expire?

A: If you are enrolled in a state health care plan, your last day of coverage will be the last day of the month in which you separate from state service. For example, if your last day is any day in January, your coverage will terminate midnight, January 31.

18. Q: Am I eligible for COBRA?

A: If you are enrolled in health care benefits (medical, vision and/or dental), they can continue for up to 18 months from your date of separation. Health care continuation may be requested within 60 days of either the last day of health coverage or the COBRA notification (whichever is later). You are obligated to pay both your and employer's share of the premium cost, plus a 2% administration fee. The FY19 rates per month are as follows:

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Plan Type/Provider	Employee Only	Family w/o Spouse	Family with Spouse
Medical (Aetna, Anthem or MMO)	\$724.50	\$1,989.58	\$2,002.33
Dental (Delta Dental)	\$34.91	\$101.17	\$101.17
Vision (EyeMed)	\$10.24	\$28.16	\$28.16

Any questions regarding COBRA coverage should be directed to iTedium at 1-877-682-6272.

19. Q: What will happen to my life insurance policy?

A: Basic Exempt Employee Life Insurance:

This plan can be converted to an individual whole life insurance policy by applying to Minnesota Life within 45 days of separation. You are also eligible to continue coverage to a term life policy through the portability option. No evidence of medical insurability is required. Plan levels, at the time of continuation, can be decreased, but cannot be increased. Separating employees are responsible for all premiums associated with the continuation of each policy. Call Minnesota Life at 1-866-293-6047 to discuss continuation options.

Minnesota Life

1-866-293-6047

[lifebenefits.com](http://lifebenefits.com)

Group Number: 34301

Supplemental Life Insurance:

This plan can be converted to an individual whole life insurance policy by applying to Minnesota Life within 45 days of separation. You are also eligible to continue coverage to a term life policy through the portability option. No evidence of medical insurability is required. Plan levels, at the time of continuation, can be decreased, but cannot be increased. Separating employees are responsible for all premiums associated with the continuation of each policy. Call Minnesota Life at 1-866-293-6047 to discuss continuation options.

Minnesota Life

1-866-293-6047

[lifebenefits.com](http://lifebenefits.com)

Group Number: 34301

20. Q: What will happen to my Flexible Spending Account?

A: If you terminate employment or retire, you can continue Health Care Spending Account (HCSA) under COBRA, but COBRA is not available for Dependent Care Flexible Spending Accounts.

WageWorks will notify you if you are eligible or if you contributed more to your account than you have spent.

If you do not enroll in COBRA\*, your last day of benefits will be the last day of the month in which you separate from state service. You will have 90 days to file claims incurred while your account was active by submitting a HCSA Pay Me Back Claim Form. Any unclaimed funds will be forfeited to the employer according to IRS regulations.

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## 21. Q: What will happen to my Commuter Choice Account?

A: You will need to cancel your commuter choice account by the 5<sup>th</sup> of the month prior to your separation. Any unused funds will be forfeited.

Credits cannot be reimbursed to participants per the IRS Code Section 1.132-9(b) Q/A 14(d). These are pre-tax deductions and can only be used to pay for eligible commuter expenses.

**Leave Conversion**

## 22. Q: What leave can I convert to cash?

A: Sick Leave:

If you are an active employee, you are permitted to convert sick leave to cash every November per the chart below:

Sick Hours Used in Current Year	Conversion Percentage of Hourly Rate
0	80%
0.1 hours-8 hours	75%
8.1 hours-16 hours	70%
16.1 hours-24 hours	65%
24.1 hours-32 hours	60%
32.1 hours or more	55%

Upon separation from state service, sick leave can be converted to cash at 50% of your base rate pay. Sick leave can also be converted to cash within three years from the date of separation, unless you return to state service within those three years, at which point the converted sick leave cannot be converted until you separate from state service again.

**Old Sick Leave:**

Old sick leave is time transferred from another entity. Old sick leave cannot be converted to cash upon separation from state service. However, if a future employer accepts old sick leave, the employee may transfer it.

**Personal Leave:**

If you have a personal leave balance in November or upon separation from state service, the leave can be converted at 100% of your base rate of pay. However, if you separate from state service following December Leave Conversion, you are not entitled to convert the entire 32 hours of personal leave to cash. These hours are prorated per pay period of employment. Included is the Personal Leave Exempt Guideline. If you use more hours than earned, the money will be deducted from your check to make the State whole.

**Vacation Leave:**

Upon separation, you are entitled to compensation for all unused vacation leave at 100% of the employee's current rate of pay at the time of separation.

**Compensatory Time:**

Overtime exempt employees are not eligible to convert existing compensatory (comp) time balance to cash. Balances will expire upon separation.

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## Retirement/Deferred Comp

23. Q: Who should I contact if I have questions regarding my retirement account?

A: For questions regarding retirement, contact OPERS at 1-800-222-7377.

Ohio Public Employees Retirement System (OPERS)

277 East Town Street

Columbus, Ohio 43215-4642

1-800-222-7377

<https://www.opers.org/about/contact/index.shtml>

24. Q: Who should I contact if I have questions regarding my Deferred Comp Account?

A: For questions regarding Deferred Comp Account, contact the Deferred Comp Help Desk at 1-877-644-6457 at least 30 days prior to leaving state service.

Ohio Deferred Compensation

257 East Town Street

Suite 457

Columbus, Ohio 43215-4626

1-877-644-6457

<https://www.ohio457.org/iApp/tcm/ohio457/index.jsp>

For any topics not covered in this document, please contact your agency's human resources administrator.

Don't let small problems become big ones. The Ohio Employee Assistance Program is a benefit for State of Ohio employees and their families. Visit [www.ohio.gov/eap](http://www.ohio.gov/eap) or call (614) 644-8545 for assistance.

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