

Leaving ARUP Laboratories



FEBRUARY 2017

ARUP[®] LABORATORIES

NATIONAL REFERENCE LABORATORY

AS YOU PREPARE TO LEAVE ARUP

Thank you for your service to ARUP. We hope you found your time with us rewarding. As you go through the process of leaving your employment, we hope you will find this information helpful. If you have further questions, please contact Human Resources at (801) 583-2787, ext. 2182.

GIVING NOTICE

We ask that you provide advance written notice of your resignation to your supervisor. ARUP requests four weeks' notice by exempt personnel and two weeks' notice by non-exempt personnel.

YOUR FEEDBACK IS IMPORTANT

If you resigned your position, you will receive an email invitation to participate in an online exit survey. If you do not receive an invitation to complete the online exit survey, please call ext. 2567. You are also welcome to contact your HR strategic business partner to set up an exit interview.

RETURN OF ARUP PROPERTY

Upon leaving ARUP, you are required to return any ARUP property. The cost of any property not returned within 24 hours of your last day worked or fraudulent charges made on the company credit card will be deducted from your final paycheck. The cost of such property is as follows:

Item	Fee
ARUP security badge	\$10
Cell phone	Market value, plus \$30 processing fee
Company credit card	\$20 processing fee (Note: Charge card is for company purchases only.)
Key	\$100 rekeying fee
Computer	Market value, plus \$30 processing fee
Pager	Market value, plus \$30 processing fee
University of Utah parking pass	Determined at time of departure
Uniform	Determined at time of departure
All other ARUP property	Determined at time of departure

PAYCHECK

Your final paycheck will include any accrued but unused PTO, tuition reimbursement, or other benefits to which you are entitled, less authorized deductions and deductions for any missing ARUP property.

The timing of your final paycheck depends on your reason for leaving ARUP. If you have resigned, your final check will be distributed via direct deposit on the next regularly scheduled payday.

If you are being discharged, your final check will be ready the next business day after 3 p.m. Discharge checks are manual checks that bypass the direct-deposit process. You may pick up your check from the Human Resources Department or request that the check be mailed to you.

ULTIPRO ACCESS

You will continue to have access to UltiPro for tax information (W-2s) and pay stubs. You may access UltiPro at n14.ultipro.com using the same login you used as an employee of ARUP.

INSURANCE AND OTHER BENEFITS

Medical, dental and vision benefits will discontinue at the end of the month in which you terminate employment. Please contact one of the benefits representatives at ext. 2282 to verify coverage and end dates for any other enrolled benefits. Within approximately 14 days of your last day worked, a notice will be sent to your home from GBS Benefits, Inc., explaining your right to choose to continue group health benefits under COBRA and how qualified individuals may elect to continue benefits.

You may wish to compare the cost of COBRA with the cost of health insurance that may be obtained via the Health Insurance Marketplace. For more information about the Health Insurance Marketplace, visit www.healthcare.gov.

You may also schedule an appointment to meet with an ARUP benefits representative to discuss your options or consult with a GBS Benefits representative at (855) 888-6701 about the differences between COBRA and the Health Insurance Marketplace.

EAP (EMPLOYEE ASSISTANCE PROGRAM) BENEFITS

You may access the EAP through your insurance end date, unless you elect to continue your EAP benefits under COBRA. You will receive information from GBS Benefits Inc., explaining your right to choose to continue your EAP coverage under COBRA.

SOCIAL SECURITY TAX EXEMPTION AND DISABILITY

If you participated in the Social Security tax exemption program during your employment at ARUP, you may not be eligible for Social Security disability benefits. You should consider obtaining your own long-term disability policy or make sure your new employer provides long-term disability coverage.

For more information about Social Security disability benefits, visit www.ssa.gov.

FORWARDING ADDRESS

We ask that you confirm your forwarding address to ensure you receive benefits information in a timely manner. Address information should be verified using UltiPro, the payroll system, a Status Change form, or the Termination Clearance form.

OUTSTANDING EXPENSE REPORTS/COMMISSIONS

If you have any outstanding expense reports, please submit them to the Finance Department as soon as possible, but no

later than 30 days from your last day of employment. Expense reports submitted before noon on Tuesday will be paid via check on Friday.

Any eligible commissions will be paid via a separate check and processed according to the normal commission schedule.

P-CARDS

Statements must be reviewed by the supervisor/manager before last day worked.

EMPLOYMENT REFERENCES

ARUP will share certain employment information if requested by future potential employers. Human Resources will verify your job title and dates of employment over the phone. ARUP will not disclose your salary or earnings information unless authorized in writing by you.

Questions regarding ARUP's employment-reference policy may be directed to the Human Resources Department.

ELIGIBILITY FOR REHIRE

All former employees may be considered for rehire depending on circumstances surrounding their departure from the company. No preference will be given to former employees. They will be considered along with all other qualified applicants.

Employees who resign in good standing and whose rehire start date is within 30 days of their last date of employment will be eligible for re-employment with tenure and benefits reinstated in full.

Former employees whose rehire start date is after 30 days will be treated as new employees for purposes of tenure-related benefits.

A supervisor or manager who wishes to rehire a former employee will perform, in consultation with his or her HR strategic business partner, due diligence by reviewing the employee's previous work record.

EMPLOYMENT AND SUPPORT SERVICES

If you are interested in employment and support services, the Utah Department of Workforce Services can be reached by phone at (801) 526-9675 or at www.jobs.utah.gov.

CONFIDENTIAL INFORMATION

All information pertaining to ARUP business that a workforce member obtains in the course of his or her employment is confidential unless ARUP has made such information public.

Because ARUP business information is confidential, you are not authorized to disclose, retain, or copy any reports, documents, or other communication that you have received as a result of your employment at ARUP without the prior written consent of ARUP. This includes information concerning clients, patients, donors, staff, or operations.

ARUP RETIREMENT PLAN

You are 100 percent vested in your own contributions to the 403(b) and 457(b) plans. In addition you are also 100 percent vested in the pension contributions made by ARUP. Under no circumstances will these funds be forfeited.

Company profit-sharing contributions have a five-year vesting schedule based upon completed years of service. One year of service is defined as working at least 1,000 hours during a plan year (July 1 to June 30).

Upon termination from ARUP, you are entitled to the vested portion of your profit-sharing account. The vesting schedule is as follows:

Years of Service	Vested Percentage
Less than 2 years	0%
More than 2, but less than 3 years	25%
More than 3, but less than 4 years	50%
More than 4, but less than 5 years	75%
5 or more years	100%

When you leave ARUP, you may elect to roll over your vested retirement funds into an IRA or another qualified retirement plan, or receive a distribution and have the payment treated as taxable income. If your vested balance is more than \$1,000, you may also elect to leave your funds in the ARUP retirement plan.

If you elect to receive a distribution, you will be subject to a mandatory 20 percent federal tax withholding as well as a penalty as determined by the Internal Revenue Service if you have not attained age 59½. In addition, you will be required to pay applicable state tax on your distribution.

You can initiate a distribution from the ARUP retirement plan by accessing your retirement account at www.MillimanBenefits.com. Click on the "Withdrawals" tab and select the "View/Request Withdrawal" option. If you have any questions, please contact Milliman directly at (866) 767-1212.

If you have taken a loan from your retirement account, you can pay off the loan balance by obtaining a cashier's check and following the instructions for loan repayment on the Milliman site. If you choose not to pay off the loan, the outstanding balance will be treated as taxable income, and you will receive a 1099 form at the end of the calendar year.

We believe in collaborating, sharing knowledge, and contributing to laboratory science in ways that provide the best value for the patient—it's why we exist; why we care; why we are an academic, nonprofit institution.

*ARUP Laboratories
wishes you the best in
your future endeavors.*



www.aruplab.com
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