

## **Information for Terminated Employees**

The following information is designed to provide highlights of important items to consider as you prepare to leave Niagara County employment. Should you have any questions, you are encouraged to contact the Human Resources Department at 438-4070.

### **County Property**

Please return to your Department Head or his/her designee any property that you were issued such as Picture ID, Time Card, Keys, and other items issued to you by Niagara County.

### **Salary**

You will be paid for all time worked prior to the termination of your employment with Niagara County. Your final paycheck or pay advice will be mailed to your address of record. Your final paycheck and payout will be provided in accordance with applicable state and federal laws.

### **Pay Out Information for Employees with Benefits**

- **Sick Time:** Any remaining sick day accrual balances are not paid out to the employee.
- **Personal Days:** Any remaining personal day accrual balances are not paid out to the employee.
- **Vacation Time:** Employees shall receive payment for unused and remaining vacation accrual balances.
- **Compensatory Time:** Employees shall be entitled to receive a payment for all unused accumulated compensatory time the employee had at the time of separation.

### **Health Insurance Coverage**

If you are currently enrolled in a Niagara County Healthcare Plan, your coverage will continue through the last day of the month following the date of your separation.

If you wish to continue coverage thereafter, you are eligible to do so under COBRA. You will receive information from the Risk and Insurance Services Department regarding your COBRA rights within two (2) weeks of your separation from employment. If applicable, you will receive COBRA enrollment information in order to continue healthcare coverage per the terms and conditions of COBRA.

### **NYS Retirement Plan**

If you participate in the NYS Retirement Plan please contact 1 (866) 805-0990 or [www.osc.state.ny.us/retire](http://www.osc.state.ny.us/retire) to discuss with a representative and evaluate your options upon leaving employment with Niagara County.

### **Deferred Compensation Plan**

If you participate in the 457 Deferred Compensation Account offered through New York State Deferred Compensation Plan please contact 1 (800) 422-8463 or [www.nysdcp.com](http://www.nysdcp.com) to evaluate your options upon leaving employment with Niagara County.

NYS Deferred Compensation Plan  
Room 124, Empire State Plaza, P.O. Box 2103, Albany, NY 12220

### **Employee Assistance Program**

The Employee Assistance Program (EAP) will be available to you and your family for a period of up to three (3) months following your separation from Niagara County employment. The EAP program offers free, confidential, professional guidance to you and your family for any personal or work related concerns. You may contact EAP by dialing 716 284-2255, 24 hours a day, 7 days per week.

### **Tax, and Benefit Statements**

W2 tax statements will be mailed to your home in January, to the address of record. Please notify Human Resources in the event of an address change to ensure that you receive all appropriate future correspondence and statements from Niagara County.