

# When Your Employment with Knox County Ends ...

## **Paychecks**

- You will receive your final paycheck on the regularly scheduled pay date following your last day of work. It will contain your wages and payment for any accrued annual leave balance.
- If you use direct deposit, your payment will be delivered by that method. If you usually receive your check at your worksite, it will be mailed to your home address. Please contact Payroll at 215-3572 if you believe your home mailing address needs to be updated.

## **Insurance**

- Any insurance in which you are currently enrolled will be in effect through the last day of the month in which you are actively employed.
- You may want to consider refilling medications which are authorized during this time period.

## **Flexible Spending Account**

- You may use your Flexible Spending Account card through your last day of actual employment.
- You may submit a claim for reimbursement for any qualifying expense that occurred between January 1 and the last day of actual employment.

## **COBRA**

- You will be contacted by mail about your options for continuing your medical insurance under COBRA.
- The rates for COBRA are the sum of your employee premium, the portion Knox County pays, and a 2% administrative fee.

## **Unemployment Benefits**

- You may apply for unemployment benefits through the Department of Employment Security. If the reason for your job loss is “lack of work,” you will be approved for payment based on their formula for qualifying time worked. For other reasons, they will determine if your situation meets their eligibility criteria.

## **Retirement**

- For information about your Retirement options, please call 215-2323.