

# Guidelines Concerning Benefits

The University retains the right to amend, modify, terminate or cancel any benefit at any time. The interests of Converse faculty members in pension and welfare benefits provided by the University are protected by the Federal “Employee Retirement Income Security Act of 1974” (as amended), commonly referred to as “ERISA.” The provisions of ERISA apply to the retirement and insurance plans of the University. ERISA requires the plan administrator (the Vice President for Finance and Business) to provide in writing important information about the plans and to allow the faculty members to examine plan documents and buy copies of them at a reasonable cost. For more information, contact the Vice President for Finance and Business.

**For current information regarding medical, dental and related benefits, which may change between publications of this handbook, please refer to the Medical and Dental Plan Document found on [My.Converse under Employees>HR](#).**

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### [Proof of Eligibility for Employment](#)

All prospective employees are required to provide proof of eligibility to be employed in the United States. As one element in satisfying this requirement, positive identification must be established.

### [COBRA \(Consolidated Omnibus Budget Reconciliation Act of 1985\)](#)

COBRA provides that upon termination of employment from Converse University, you may be eligible to continue your medical insurance up to a maximum of 18 months by paying the full premium of Converse University’s group policy. Payment arrangements are made with the Human Resources Office. Your covered dependents may also be eligible for medical benefit continuation under this provision in the event of your death or loss of coverage. Dependents may be able to continue benefits for up to three years. Contact the Human Resources Office for details.

### [ERISA \(Employee Retirement Income Security Act of 1984\)](#)

As a participant in our insurance and retirement plans, you are entitled to certain rights and protections under this act. ERISA provides that all plan participants shall be entitled to:

- Examine, without charge, at the plan administrator’s (Human Resources) office all plan documents, including insurance contracts, collective bargaining agreements and copies of all documents filed by the plan with the U. S. Department of Labor, such as detailed annual reports and plan descriptions.
- Obtain copies of all plan documents and other plan information upon written request to the plan administrator. The administrator may make a reasonable charge for the copies.
- Receive a summary of the plan’s annual financial report. The plan administrator is required by law to furnish each participant with a copy of this summary annual report.

Your plan administrator is the Director of Human Resources of Converse University, Spartanburg, South Carolina. Annual summary reports (Form 5500) are filed with the IRS for each insured benefits program at the end of each calendar year. Copies of these reports are available in the Human Resources Office.

Active participants in the TIAA Retirement Plan will receive a copy of their annual report directly from TIAA and will also receive quarterly reports from them.

Summary Plan Descriptions were given to each employee at the time they were enrolled in the Plan. These Summary Plan Descriptions contain other information concerning employee rights under ERISA.