



RETIREE BENEFITS POLICY

Effective Date: July 1, 2006

Owner	Human Resources
Reviewer(s)	Human Resources
Approver(s)	County Manager
Applicable Policies	N/A
Applicable Documents	N/A
Storage Location	DCo Services Hub, DocTract
Last Review Date	07/01/2025
Next Review Date	07/01/2028
Review Cycle	Three Years

1. PURPOSE

This policy establishes guidelines for the administration of medical, dental, vision and life insurance benefits to retiring employees.

2. POLICY

Durham County provides access to quality and affordable medical, dental, vision and life insurance as a benefit to employees who retire from the Local Governmental Employees Retirement System in good standing. As with all employee benefits, these benefits are subject to future changes and revisions based on cost and funding availability

3. APPLICABILITY

All County employees covered under the Personnel Ordinance, as well as those included under a Memorandum of Understanding, are subject to this policy.

Employees in good standing who have 10 years or more of continuous service and any required service hours at the time of retirement. County Commissioners who have completed at least 10 years of service are also eligible.

4. DEFINITIONS

Continuous Service - Years of employment with the County, both full-time and part-time, that have not been interrupted by more than one period of separation of more than ninety consecutive days from the County.

In Good Standing - An employee who separates from employment for reasons other than "dismissal", "termination", or "discharge" related to unacceptable personal conduct, unsatisfactory job performance or grossly inefficient job performance will be deemed in good standing and may qualify for retiree medical, dental, vision, or life insurance benefits.



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Retiree - An employee who leaves service in good standing with the County and initiates the disbursement of retirement funds in a monthly benefit from the Local Governmental Employees Retirement System. Employees initiating retirement action more than thirty days after termination of their employment with the County **are not eligible for the County Retiree Benefits.**

5. GENERAL GUIDELINES

A. *Dependent(s) Eligibility*

- A retiree may also cover eligible dependents on the County's dental and vision insurance at the retiree's expense.

B. *County Commissioner(s) Eligibility*

- County Commissioners who serve at least ten (10) years in office will be offered medical insurance benefits available for employees who have 30 years of continuous service.
- County Commissioners will be eligible for retiree benefits after the expiration of their 10th year in office and when they are no longer holding a County Government elected position.
- Retired commissioners re-elected in a subsequent year will have their retiree benefits suspended through the length of their term.

C. *Retiree Dental and Vision Benefit Eligibility*

- Employees with ten (10) years or more of continuous service who retire from the County may participate in the County dental and vision insurance plans.
- Retirees choosing to participate must pay the cost of their insurance premiums in full.
- A retiree may also cover eligible dependents on the County's dental and vision insurance at the retiree's expense.

D. *Retiree Life Insurance Benefit Eligibility*

- Employees with ten (10) years or more of continuous service who retire from the County will be provided with a life insurance policy.
- The amount of life insurance is the prevailing amount established by the County at the time of the retiree's death and not at the time of eligibility.



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E. Enrolling in Retirement Benefits

- Within 30 days of her/his separation date, an employee must elect participation in the plan for themselves and any eligible dependents by completing and submitting an enrollment application to Human Resources.
- Should the employee decline the election at the time of retirement, neither the employee nor eligible dependents may enroll in the medical, dental or vision insurance benefits at a later date.

F. Changing Retiree Benefits After Enrollment

- Once elections are established at the time of retirement, a retiree may not add coverages or coverage of dependents who were eligible at the time of retirement.
- However, retirees may drop or reduce coverage for themselves or their dependents.

G. Mandatory Medicare Enrollment at Age 65

- A retiree reaching the age of 65 must enroll in Medicare Part A and Part B through the Social Security Administration.
- The County will provide the retirees who have met the service requirements for County-paid medical insurance with Medicare supplemental insurance coverage.
- When either the retiree or the dependent becomes eligible for Medicare, the retiree's dependents will no longer be eligible for coverage under the County's medical insurance.

H. Payment of Retiree Premiums

- Any premium contribution for which a retiree is responsible is due on the 1st of each month.
- If payments are not received by the 30th of the month, coverage will be cancelled for non-payment.
- Coverage cannot be reinstated after it has been cancelled for non-payment.

6. RESPONSIBILITY

- It is the responsibility of supervisors and managers to uniformly administer, communicate, and ensure compliance.
- It is the responsibility of the Human Resources Department to interpret, monitor, and update the policy content.



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- It is all employees' responsibility to comply with policy guidelines.
- Any violation or policy misuse will result in disciplinary action up to and including dismissal.

REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
v.1.0-2006	07-01-2006	Human Resources	Adopted
v.2.0-2014	01-20-2014	Human Resources	Reformat
v.3.0-2025	07-01-2025	Human Resources	



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APPENDIX

Retiree Medical Insurance Eligibility Chart

Employees Hired	Who Retire from the County With	Will Be Offered
Prior to July 1, 2006	20 or more years of continuous service and meet one of the following service hour requirements: – 39,000 hours (37.5-hr week) – 41,600 hours (40-hr week) – 43,680 hours (42-hr week)	Medical insurance benefits
Prior to July 1, 2006	20 or more years of continuous service but less than full-service hours, with at least 50% of the required hours	Pro-rated medical insurance benefits, calculated as a ratio of total employee's service hours to full-time equivalent
After July 1, 2006	30 or more years of continuous service or age 60+ with 25 or more years of continuous service, and meet one of the following service hour requirements: – 48,750 hours (37.5-hr week) – 52,000 hours (40-hr week) – 54,600 hours (42-hr week)	Medical insurance benefits
After July 1, 2006	Same as above, but less than full-service hours, with at least 50% of the required hours	Pro-rated medical insurance benefits, calculated as a ratio of total employee's service hours to full-time equivalent
N/A	10 or more years of continuous service	Opportunity to participate in the County medical insurance plan at their own expense (if non-Medicare eligible)