



2023

RETIRED FACULTY

HANDBOOK

Prepared by the SMU Retired Faculty Association
<https://www.smu.edu/orgs/retiredfaculty>

INTRODUCTION

This handbook has been prepared by members of the SMU Retired Faculty Association, with the assistance of the Department of Human Resources. It is a guide for retired faculty and for faculty preparing to retire. Although comprehensiveness has been the goal, the SMU Retired Faculty Association makes no claims for either the thoroughness or the accuracy of what is described herein.

Faculty members leaving the University at age 60 or older with at least 10 years of SMU employment are considered a “retiree” of the university and are eligible for certain benefits and services during retirement. All references to “retiree” or “retired faculty” throughout this document refer to individuals who have met the age and years of service criteria.

Retired faculty and faculty preparing for retirement should seek guidance from the University’s Department of Human Resources for a complete understanding of current policies and benefits for retired faculty. It is also important to contact SMU’s Retirement Planning Consultant prior to retirement to discuss age 70½ required minimum distributions and other important considerations.

Southern Methodist University reserves the right to modify, cancel, or add to retiree benefits at any time, in accordance with what it determines will best serve the needs and interests of the University.

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SMU RETIRED FACULTY ASSOCIATION CONSTITUTION

(Original document created in 1998; revised in 2002 and 2017)

1. The organization shall be known as the SMU Retired Faculty Association.
2. The organization shall be a non-profit unincorporated group whose objective will be to serve the needs of the retired faculty members, to clarify and enhance the continuing relationship of retired faculty members, to clarify and enhance the continuing relationship of retired faculty to SMU and to advance the welfare and interests of the University.
3. Every retired member of the SMU faculty, as well as his or her spouse, is considered to be a member of the Association unless any such person requests to be excluded from membership.
4. The affairs of the Association will be managed by a Board of Directors consisting of nine directors and four officers who are dues paying members. The officers may or may not be directors of the Board. Any officer who is not otherwise a director of the Board will nevertheless be considered a member of the Board.
5. Directors of the Board will serve three-year terms, with the terms staggered so that one third of the directors are elected each year. Election will be by retired faculty members at a regular Association meeting or at the discretion of the Board by mail ballot of all Association members. Normally the election will occur at the first meeting of each academic year, and the new directors of the Board will take office immediately.
6. The Board of Directors will present a slate of nominees for the directors and for the officers. The right of the members to make additional nominations during the election process shall not be abridged. If a vacancy occurs between annual elections, among either the directors or officers, the vacancy may be filled by a vote of the Board. Insofar as is possible all schools of the University will be represented on the Board of Directors.
7. The officers of the Board and the Association will be the President, Vice President, Secretary/Treasurer, and the Immediate Past President. The Immediate Past President will be a nonelected officer. The President, Vice President and Secretary/Treasurer will be nominated and elected annually in the same manner as the directors of the Board. These officers will be elected for one-year terms and the Vice President will normally succeed to the Presidency. Officers will be eligible for reelection.

8. Members are expected to pay annual dues, set by the Board of Directors, to support the activities of the Association. Dues are payable at the first fall meeting of the Association, or may be mailed to the RFA Treasurer.
9. The President of the Board will be the spokesperson for the Board in dealing with persons and groups outside of the Association. The President may temporarily delegate this function on specific matters to other Board members.
10. The Board may call a membership meeting by notifying the members by mail ten days in advance. When twenty-five percent of members in writing request a membership meeting, the Board shall call such a meeting.
11. The Board may establish and appoint committees (either temporary or permanent) as needed.
12. A majority of affirmative votes on the Board, including its officers, is required for Board action on any matter.
13. This constitution may be changed by a majority vote of the members present at a duly called meeting or by a majority vote of those returning a mail ballot.

UNIVERSITY SERVICES

1. **SMU Identification Card:** Retired faculty SMU ID cards are still valid after retirement but must be revalidated each year. The Central Library will validate your ID card for checking out books. Revalidation for parking and retired faculty parking hang tags can be obtained at Parking and ID Services located on the on the main level of the Hughes-Trigg Student Center at 3140 Dyer Street, Suite 216.
 - 214-768-7275
 - parking@smu.edu or idcard@smu.edu
2. **Campus Parking:** Retired faculty may continue to park on campus using parking spaces that are neither reserved nor metered in un-gated areas. Gated lots available to retired faculty include the parking garage at Airline Road and Daniel, the parking garage near Moody Coliseum, and the lot across from the Dedman Center for Lifetime Sports. Parking Permits for retired faculty are available as hang tags and can be obtained at the Parking and ID Services office in the Hughes Trigg Student Center at 3140 Dyer Street, Suite 216. You will be asked for the License Plate number of the vehicle in which you will use the tag.
3. **Athletic Events and Special Events:** Retired faculty are entitled to purchase discount tickets for athletic and cultural events. The Meadows School of the Arts issues descriptions of upcoming events annually. Free tickets are occasionally available for the Tate Lecture series.
4. **SMU Bookstore:** Retired faculty will continue to receive a ten-percent discount at the SMU Bookstore and at Mustang Shops.
5. **Campus Magazines and Brochures:** Retired faculty will receive the SMU Magazine and the calendar of cultural events at the Meadows School of the Arts.
6. **Campus Rooms and Faculty Club:** Retired faculty may request and use rooms on campus for meetings. Arrangements for food at meetings can be made by calling SMU Catering Services at 214-768-4676.
7. **Perkins Chapel:** Retired faculty and their spouses may reserve Perkins Chapel for weddings and memorial or funeral services. If you wish to schedule a wedding, call 214-768-3035. If you wish to schedule a memorial or funeral service call 214-768-2251.

8. **Chaplain's Office:** The Office of the Chaplain and University Ministries, located in Suite 316 of Hughes-Trigg Student Center, welcomes opportunities to counsel with and be of service to members of the retired faculty. Whether for specific needs or informal conversation, the office welcomes both walk-in visits and scheduled appointments. The Office of the Chaplain can be reached at 214-768-4503.
9. **Email and Computer Services:** Retired faculty will retain his or her SMU e-mail and Internet access accounts. SMU will provide the remote access software (PPP) at no charge. Dialing into the SMU network for internet and e-mail service is currently free for local phone calls. All long distance charges for the network access are the responsibility of the retiree. The PPP software may be obtained from the Help Desk at the Office of Information Technology, by calling 214-768-4357.
10. **E-mail:** Retired Faculty, regardless of e-mail address, may subscribe to the Retired Faculty e-mail list by sending an e-mail to join-retiredfaculty@list.smu.edu. Please include your name and the department from which you retired. Your e-mail address will be added to the retired faculty and bulk mail listings, and you will receive information regarding campus news and events. You will also receive information from the Retired Faculty Association, including meeting announcements and general news. This is an "Opt-In" list and you can unsubscribe at any time using a link at the bottom of each email.
11. **Credit Union of Texas:** Retired faculty and their family members will have continued privileges with the Credit Union of Texas.
12. **Dedman Center for Lifetime Sports:** Retired Faculty may continue to use the Dedman Center facilities and equipment. Active employees and retirees pay a \$10 monthly fee, which can be paid on an annual, semi-annual, quarterly or monthly basis.
13. **Informal Courses:** Retired faculty are eligible for available discounts on SMU Continuing and Professional Education (CAPE) courses. For more information visit <http://www.smu.edu/cape>.
14. **Media Services:** DVD recordings may be checked out by retired faculty for use at home from the Circulation Department in Fondren Central Library.
15. **Research Support:** The Office of Research Administration will continue to serve retired

faculty wishing to apply for grants and contracts.

SMU BENEFITS CONTINUATION

Long-Term Health Insurance (LTCI)

If you are enrolled in the CNA or LifeSecure Long-Term Care Insurance prior to retirement, you may continue this insurance after you retire from SMU. Be sure to contact CNA or LifeSecure, as applicable, shortly before you retire to switch from premium payment via payroll deduction to premium payment via direct billing.

- **CNA Contacts:** 1-800-266-2904; <http://www.ltcbenefits.com>
- **LifeSecure Contacts:** 844-554-7116; www.groupmtci.com/smu
- **Mutual Of Omaha:** 877-894-2478 opt.2

Group Life Insurance

Your Group Life Insurance coverage ceases when you retire. You have the option to convert that policy to an individual coverage within 31 days following your final day of work. Contact The Standard at 866-623-0622, if you wish to do so.

Accidental Death & Dismemberment Insurance (AD&D)

Accidental Death and Dismemberment Insurance is not available after retirement.

Tuition Benefits

Tuition Benefits are available to retired faculty, their spouses and eligible dependent children. Detailed information can be found on the [Human Resources website](#). Questions should be directed to tuitionbenefits@smu.edu.

Legal & Identity Protections Plans

If you are enrolled in the LegalGUARD and Allstate plans at the time you retire you may continue by calling LegalGUARD at (888) 416-4313 or Allstate at (800) 789-2720 to set up direct billing.

EMERITI HEALTH ACCOUNT & RETIREE HEALTH INSURANCE

The Frequently Asked Questions (FAQ) below are broken down into three separate but related sections: the Emeriti Health Account, Retiree Health Insurance, and the Emeriti Reimbursement Benefit. It is important that you take the time to review this document from beginning to end.

1. The **Emeriti Health Account**, introduced in 2008, enables eligible employees, with matching contributions from SMU, to save during their working years for out-of-pocket healthcare expenses incurred after retirement. ***This section does not apply to individuals who retired prior to 2008.***
2. **Retiree Health Insurance**, available to employees who meet specific eligibility criteria when they leave SMU, provides several medical, prescription drug, and dental options. SMU currently pays a portion of medical and prescription premiums on behalf of employees who meet SMU's retirement eligibility criteria when they leave SMU.
3. The **Emeriti Reimbursement Benefit** enables you to use the funds in your Emeriti Health Account to pay for (on a tax-free basis) qualified health care expenses not covered by Medicare or other health insurance; insurance premiums (such as "Early Retiree" medical and dental insurance, Emeriti medical, Rx and dental insurance, COBRA, Long-Term Care insurance); and certain over-the-counter medications. ***This section does not apply to individuals who retired prior to 2008.***

Prior to Retirement:

If you are getting ready to retire, it is important that you meet with the Department of Human Resources Benefits Specialist at least two months prior to retirement. Call (214) 768-2132 to schedule an appointment. You will receive detailed information regarding your medical, prescription and dental options, as well as guidance in applying for Medicare.

It is also important to schedule a meeting with SMU's Retirement Planning Consultant to discuss required minimum distributions and other important considerations. Contact Todd Hutson with Transamerica at (214) 768-7504 or todd.hutson@transamerica.com.

Annual Open Enrollment:

Retired faculty will have an opportunity to change their health insurance elections for the upcoming calendar year during SMU's annual Open Enrollment. Any plan or premium changes, as well as detailed plan summaries, will be communicated to all retirees.

EMERITI HEALTH ACCOUNT

*(This section does not apply to individuals who retired prior to 2008
and never contributed to the Emeriti Health Account)*

What is the Emeriti Health Account?

The Emeriti Health Account, introduced January 1, 2008, was designed to enable faculty and staff, with matching contributions from SMU, to save during their working years for out-of-pocket healthcare expenses incurred after retirement. SMU faculty and staff working 35 or more hours per week are required to begin contributing to an Emeriti Health Account on the first day of the month following their 40th birthday. SMU matching contributions begin at that time.

What Happens To My Health Account When I Leave SMU?

You will have access to your vested Health Account assets when you terminate employment or retire. Your Health Account assets can be used for reimbursement of qualified health care expenses for yourself and your eligible dependents, and your distributions will not be taxed. ***If you leave before satisfying the 7-year vesting requirement, SMU contributions will be forfeited.***

- ❖ Your Emeriti Health Account balance **must** remain with TIAA after you leave SMU. TIAA will continue to manage your account until funds are depleted. Transfer of funds to a Roth IRA or other investment vehicle is **not** allowed under IRS/SEC regulations due to the special tax advantages and specific purpose (i.e., reimbursement of qualified healthcare expenses) of the Emeriti Health Account.

IMPORTANT: SMU pays all fees related to administration of the Emeriti Health Account – for active participants and for SMU retirees. ***Participants who leave SMU without meeting SMU's retirement eligibility criteria (age 60/10 years of SMU employment) will be responsible for these administration fees.***

- ❖ ***When you leave SMU***, you will have immediate access to your account for reimbursement of qualified health care expenses – with the same tax-free distribution treatment.
- ❖ **IMPORTANT:** All assets must be moved from the Lifecycle Funds to the Money Market prior to submitting expenses for reimbursement. You may do this by calling the Emeriti Service Center (1-866-363-7484, press option #3).
- ❖ Please refer to the Emeriti Reimbursement section of this document for more information.

Who Will Have Access To My Health Account After I Die?

Your spouse and other eligible dependents will have access to your account.

- ❖ Eligible dependents can use the vested assets in your account until they die, or reach majority in the case of dependent children.

How Can I Keep Track of My Health Account?

To view your Emeriti Health Account and make investment changes, log-in to your Emeriti Health Account at <https://www.tiaa.org/public/index.html>.

RETIREE HEALTH INSURANCE

Under What Circumstances Will I Have Access To Retiree Health Insurance After I Leave SMU?

As long as you have met the SMU eligibility requirements at retirement – at least age 60 and at least 10 years of SMU employment – you will have access to either “Early Retiree” or Emeriti Health Insurance, depending on your age.

What If I Meet The Retirement Criteria But Retire Before Age 65?

If you have not yet reached age 65, you will be considered an “Early Retiree” and will remain in the BCBSTX medical option you are enrolled in at the time you retire. SMU pays a portion of the medical premiums for “Early Retirees.” You will have an opportunity to change your medical and dental coverage during each annual Open Enrollment. ***You will be contacted by SMU Human Resources shortly before you reach age 65 so you can enroll in Emeriti Health Insurance.***

What If I Meet The Retirement Criteria But Was Not Enrolled In A SMU Medical Plan During The 5-Year Period Preceding Retirement?

As long as you meet the age 60 and 10 years of employment criteria you will have access to the Emeriti Medical and prescription coverage when you reach age 65 and enroll in Medicare Parts A and B, ***but you will not be eligible for the SMU premium subsidy discussed below.*** You will, however, have access to the contributions you made and the vested contributions SMU made to your Emeriti Health Account during your active years - to pay for premiums and other eligible health care expenses after retirement.

Can My Spouse Also Enroll In Early Retiree or Emeriti Health Insurance?

If you and your spouse were ***married for five consecutive years immediately preceding your retirement***, you may enroll your spouse.

- ❖ **If you are age 65 or older when you retire but your spouse is less than 65**, you will enroll in Emeriti Health Insurance and your spouse will remain in the BCBSTX PPO option they are enrolled in at the time you retire. At age 65, he or she will be added to your Emeriti Health Insurance.
- ❖ **If your spouse is age 65 or older when you retire but you are less than age 65**, you and your spouse will remain in the BCBSTX PPO option you are enrolled in at the time you retire. When you reach 65, you will both have an opportunity to enroll in Emeriti Health Insurance.

Does SMU Pay Any Portion Of My Retiree Medical Premiums?

SMU will pay a portion of Medical and Prescription premiums for you and your spouse (if married for 5 consecutive years immediately preceding retirement) if:

- ❖ ***you were hired prior to January 1, 2008 and you were age 40 or older on January 1, 2008;***
- ❖ you meet the age 60 and 10 years of SMU employment criteria when you retire, **and**
- ❖ you were enrolled in an SMU Medical plan for the 5-year period immediately preceding retirement.

If you are an “Early Retiree”, SMU pays 55% of the monthly BCBSTX medical premium for you and your eligible spouse.

If you are an “Emeriti Retiree”, the SMU pays the following each month for you and your eligible spouse:

<u>Age Band</u>	<u>2022 SMU Premium Subsidy</u>
▪ Age 65-69:	\$131.00
▪ Age 70-74:	\$153.00
▪ Age 75+:	\$183.00

As of 2023, SMU’s premium subsidy amounts have been frozen going forward at the amount currently in effect. However, when you and your spouse age into another “age band” (i.e., from the Age 65-69 age band to the Age 70-74 age band), you will be eligible for the frozen subsidy that applies to the new age band.

Who Is Eligible For Retiree Dental Coverage?

If you are an “Early Retiree” retiring prior to age 65 and have met the age 60 and 10 years of service requirements, you and your eligible spouse may continue to remain enrolled in the BCBSTX Dental Plan until you reach age 65.

If you are age 65 at retirement and have at least 10 years of SMU employment, you and your eligible spouse may enroll in the Emeriti Dental Plan administered by Aetna.

- ❖ ***If you are not enrolled in a Dental Plan when you retire, there will be a 12-month waiting period before Major dental expenses will be covered under the Emeriti Dental Plan.*** However, the waiting period will be waived if there is no more than a 3 month break in coverage and proof of prior coverage is provided.
- ❖ If you are wish to enroll in Emeriti Dental coverage you must also enroll in Emeriti Medical and Prescription coverage.

Does SMU Pay Any Portion of My Retiree Dental Premiums?

SMU does not contribute to the cost of Dental coverage.

What If I Decide Not To Enroll In Emeriti Health Insurance? Will I Ever Have An Opportunity To Opt Back In?

Generally, if you decide not to enroll in Emeriti Health Insurance, you cannot enroll at a later time. However, if you decide not to enroll because your spouse has coverage elsewhere, and he/she later loses that coverage, you will have an opportunity to enroll in Emeriti Health Insurance, ***although you will not be eligible for the SMU premium subsidy.***

You will also have an opportunity to opt back in if you experience a qualified “life change” event such as marriage or divorce, ***although you will not be eligible for the SMU premium subsidy.***

How Will I Pay Health Insurance Premiums Once I Retire?

Early Retiree Medical and Dental premiums are administered by SMU Benefits Accounting. When you retire, you will receive instructions on how to pay your share of the premiums on-line.

Emeriti Health Insurance premiums are administered by CBIZ (formerly Savitz). If you have a balance in your Emeriti Health Account, your account will be debited each month to cover your share of the premium. If you have met the SMU retirement eligibility criteria described above, the SMU premium subsidy will be deposited into your account on a monthly basis, and then withdrawn when the premium is due to be paid to Aetna.

- ❖ When you enroll in the Emeriti Health Plan, Savitz will work with you to set up Electronic Funds Transfer (EFT) from your personal bank account. If you deplete your Emeriti Health Account, Savitz will draw from your bank account (via EFT) only the funds needed to cover your share of the monthly premium.

Emeriti Reimbursement Benefit

*(This section does not apply to individuals who retired prior to 2008
and never contributed to the Emeriti Health Account)*

What is the Emeriti Reimbursement Benefit?

The Emeriti Reimbursement Benefit, administered by CBIZ (formerly Savitz), enables you to use the funds contributed to your Emeriti Health Account while you were employed by SMU, to pay for qualified health expenses not covered by Medicare or other health insurance.

When Can I Start Using the Reimbursement Benefit?

If you leave SMU, you will have immediate access to your vested Health Account assets for reimbursement of qualified out-of-pocket health care expenses.

Who Has Access to the Reimbursement Benefit?

You, your spouse, dependent children, and dependent relatives are eligible to use the assets in your Health Account for reimbursement of eligible out-of-pocket health expenses. Qualified dependents can be added when you submit a claim for reimbursement.

What is Considered a Qualified Health Expense?

Below is a partial list of qualified expenses. A wide range of health care expenses are eligible for tax-free reimbursement as long as they satisfy the requirements of Section 213(d) of the IRS Code. Please contact Emeriti if you have questions.

- Medicare premiums and cost shares
- Supplemental insurance premiums, deductibles, co-insurance, co-pays
- Vision, dental, hearing care
- Over-the-counter and non-formulary drugs (with a prescription from doctor)
- Medical equipment
- Long-Term Care Insurance premiums
- Medical expenses associated with nursing home or in-home health care services

How Are Reimbursements Processed?

Reimbursement claims are processed by CBIZ. Claims can be faxed or mailed to CBIZ. See Contact Information at the end of this document.

- ❖ Claims can only be paid from assets invested in the TIAA **Money Market Fund**. **If you do not have a sufficient balance in the Money Market Fund, reimbursements cannot be made.**
 - ✓ To make sure that you have allocated sufficient assets in the Money Market Fund to cover your claim(s), please contact a TIAA representative at 1-866-EMERITI (1-866-363-7484) and press “3” for assistance.

- ✓ You may also log-in to the TIAA secure website at <https://www.tiaa.org/public/index.html>. You will find details about your Emeriti Health Account under the "PLAN BALANCE" tab. You can also transfer assets to the Money Market Fund through the TIAA website.
- ❖ Rather than have your reimbursement mailed to you by check, you may elect to have your reimbursement deposited directly into your personal bank account. To activate this option, contact the Emeriti Service Center at 1-866-EMERITI and press "2" to obtain a Banking Information Form, if you have not yet submitted this form.

RESOURCES & CONTACT INFORMATION

Retired Faculty Association

<https://www.smu.edu/orgs/retiredfaculty>

Questions – email: rfa@smu.edu

Human Resources Benefits Specialist

benefits@smu.edu

214-768-5222

Human Resources Website - Retirement

<http://www.smu.edu/BusinessFinance/HR/Retirement>

403(b) Retirement Plan

SMU's Transamerica Retirement Planning Consultant

Todd Hutson

todd.hutson@Transamerica.com

214-768-7504

403(b) Account Access: www.smu.trsretire.com

Transamerica Customer Service: 800-755-5801

Important: If all or a portion of your SMU 403(b) account remained with TIAA CREF when SMU transitioned to Transamerica on January 1, 2012, call 800-842- 2252 to discuss distribution requirements and your rollover options.

Emeriti Service Center

Customer Service: 866-363-7484

- ❖ **Press Option #1** to speak to an **Aetna** specialist if you have specific questions about the Emeriti Health Insurance options.
- ❖ **Press Option #2** to speak to a **CBIZ** specialist if you have specific questions about the Reimbursement Benefit.
- ❖ **Press Option #3** to speak to a **TIAA** specialist if you have questions about your Emeriti Health Account (i.e., investment options, how to move assets from the Lifecycle Funds to the Money Market Account, or vice versa).

Emeriti Website: <https://www.myemeritibenefits.org/>

TIAA Website: <https://www.tiaa.org/public/index.html>

Emeriti Health Account Reimbursement

Reimbursement claims are processed by CBIZ (formerly Savitz). Claims can be faxed or mailed.

❖ **Fax to:** 215-563-9943

❖ **Mail to:** CBIZ
Attn: Emeriti Benefits Center
1845 Walnut Street, 14th Floor
Philadelphia, PA 19103

Social Security

<https://www.ssa.gov/myaccount/>

Understanding the Benefits – Social Security <https://www.ssa.gov/pubs/EN-05-10024.pdf>

Dallas Social Security Office

Telephone: 1-800-772-1213

Office Address: 10824 N. Central Expressway, Dallas, TX 75231

Medicare

Medicare and You <https://www.medicare.gov/medicare-and-you/medicare-and-you.html>