



Employee Termination Checklist for Clergy and Lay Employees

Medical

Deadline: within 30 days from date of termination, but best done as soon as possible. The employee will not receive Extension of Benefit information until terminated.

Action Needed: Remove the employee in MAP through Church Pension Group's website. MAP allows administrators to terminate medical coverage when terminating employment.

What happens next: Extension of Benefit information will be sent to the employee notifying the employee that they may be eligible for an extension of benefits for 36 months through the Medical Trust. Direct the employee to Client Services for more information: 800-480-9967.

Dental

*Deadline: 30 days from date of termination. Best done 30 days **prior** to termination.*

Action Needed: Notify Amy Jones (amy_jones@ajg.com) the name of the employee that is terminating and the termination effective date.

What happens next: Extension of Benefit Information will be sent to the employee notifying the employee they may be eligible for an extension of benefits for 18 to 36 months. Direct the employee to CPI for more information: 1-866-241-0237.

Note: If an employee is moving from one parish to another, do not terminate the coverage. Notify Amy Jones of the change in billing.

Employer Provided Group Life

Deadline: within 30 days of date of termination

Action Needed: Remove the employee in MAP through Church Pension Group's website. MAP allows administrators to terminate Group Life coverage when terminating employment.

What happens next: The employee will receive a conversion letter from Church Life Insurance Corporation notifying them they are eligible to convert the group life insurance policy into an individual life insurance policy.

Short-term and Long-term Disability: Lay Employees

Deadline: 30 days from date of termination

Employees that are terminated are no longer eligible for STD and LTD; Coverage ends the last day of employment.

Action Needed: Remove the employee in MAP through Church Pension Group's website. MAP allows administrators to terminate short-term disability coverage when terminating employment.

Short-term and Long-term Disability: Clergy

Deadline: None

No Action is needed: Eligibility for short-term and long-term disability benefits will terminate six months after the last required assessment payment is made to the Clergy Pension Plan. The cleric may have the option of extending the eligibility period for this benefit by paying personal pension assessments to the Clergy Pension Plan after termination of employment. Direct cleric to call Client Services for more information at (866) 802-6333.

What Happens Next: Short-term and Long-term disability coverage through the Church Pension Plan is automatically terminated when the cleric is no longer eligible for the benefit.

Lay Defined Benefit Pension Plan and Lay Death Benefit Plan

Deadline: within 30 days from the date of termination

Action Needed: Remove the employee using MAP through Church Pension Group's website. Direct employee to contact Client Services at (866) 802-6333 for any questions regarding how the benefits provided through the Church Pension Fund will be affected upon termination of employment. Notify the lay employee that they will no longer be eligible for the Lay Death Benefit Plan upon termination of employment.

Lay Defined Contribution Plan and RSVP (403b)

Deadline: within 30 days from the date of termination

Action Needed: Remove the employee using MAP through Church Pension Group's website. Direct employee to contact Fidelity for retirement and distribution options at (877) 208-0092) or visit www.netbenefits.com.

Clergy Pension Plan

Deadline: within 30 days from the date of termination

Action Needed: Remove the employee using MAP through Church Pension Group's website. Direct cleric to contact Client Services at (866) 802-6333 for any questions regarding how the benefits provided through the Clergy Pension Plan will be affected upon termination of employment.

What Happens Next: Cleric may be offered the option to earn credited service by paying their own assessments for up to 24 months. A letter will be sent to the cleric by The Church Pension Fund upon notification of employment termination.

***Clergy who are enrolled in the RSVP will no longer be eligible to participate upon termination.**

Additional Information Regarding Terminations:

Rectors and termination: Special circumstances guide terminations in the case of the Rector of a parish. According to Church Canons, clergy called to the position of Rector may not be terminated, nor resign, without mutual consent of the rector and vestry. Termination of the pastoral relationship when rector and vestry do not mutually consent can occur, but must follow rules and procedures unique to the Canons. For more information, consult the Canons of the Episcopal Church, especially title III, Canon 9.15 (<https://extranet.generalconvention.org/staff/files/download/23830>)

Unemployment Insurance: Churches are exempt from unemployment insurance premiums and do not participate in the unemployment system. Employees of churches are not eligible for state unemployment benefits at termination.

Terminations in an “At Will Employment” state: Alabama is an “At Will Employment” state which means in part that an employee may be terminated without cause. However, being in an “At Will Employment” state does not provide complete impunity to employers. An employer (a parish, for example) may be sued and required to defend its actions. Termination of an employee should be done carefully and preceded by attempts to resolve any employment issues. Steps taken and conversations between employee and employer should be documented. It is best not to announce a termination in an angry moment but, instead, to request the employee leave for the day or until their next scheduled work period. A conference to discuss issues should be scheduled. Consideration may be given to having a third-party present during difficult discussions. It is best, though not always possible, to terminate only after attempts have been made and documented to resolve issues. Naturally, an employee presenting a threat to others should be asked to leave and arrangements made for return only with appropriate precautions.