

**To learn more about City of Lynchburg employee benefits go to:**

External website:

Go to [www.lynchburgva.gov](http://www.lynchburgva.gov) - then City Departments/Human Resources/Employee Benefits

Internal website:

Go to City Notes – then Human Resources/Benefits

## FINAL PAYCHECK AND PAYMENTS PROCESSES

- By law, in the event of your death, the Finance Department must issue your final pay (for hours worked and leave payouts) as a printed check payable to your estate rather than allowing a direct deposit to go through in your name. This means that Finance will stop the direct deposit and issue a printed check made payable to "The Estate of \_\_\_\_\_" and your next of kin will need to provide documentation to the Payroll Manager that he or she is entitled to receive the check. Documentation may include proof of Executor-ship of the estate (as outlined in your will) or designation as the Administrator of the estate (received from the Circuit Court of residence).
- City equipment, keys, credit cards and other materials will need to be returned to the Employee's supervisor.

## RESOURCES

Employee Assistance of Central Virginia  
[www.eacv.org](http://www.eacv.org) 1-800-645-1246

Minnesota Life (part of VRS)  
[www.varetire.org](http://www.varetire.org) 1-800-441-2258

Virginia Retirement System (VRS)  
[www.varetire.org](http://www.varetire.org) 1-888-827-3847

Social Security Administration  
[www.ssa.gov](http://www.ssa.gov) 1-800-772-1213

457 Deferred Compensation Plan  
[www.icmarc.org](http://www.icmarc.org) 1-800-669-7400

Virginia Dept. of Taxation  
[www.tax.virginia.gov](http://www.tax.virginia.gov) 1-804-367-8031

AFLAC, Ken Towler  
[imp@centralva.net](mailto:imp@centralva.net) 1-434-942-7888

take care by WageWorks  
(Flexible Spending Account)  
[www.takecareWageWorks.com](http://www.takecareWageWorks.com)  
1-800-950-0105

Virginia Line of Duty Act, Virginia Dept. of Accounts  
[www.doa.virginia.gov](http://www.doa.virginia.gov) 1-804-225-3038

Federal Public Safety Officers' Public Benefits Act  
[www.ojp.gov/BJA](http://www.ojp.gov/BJA) 1-888-744-6513



HUMAN RESOURCES DEPARTMENT  
900 Church Street  
Lynchburg, VA 24504  
TEL: (434) 455-4200  
FAX: (434) 845-4304



# Are Your Affairs in Order?



## Our Values...

*Customer Focus... Honesty... Integrity...  
Respect... Personal Responsibility...*

## For City Employees & their Families

Planning ahead gives you and your loved ones peace of mind in case things don't go as you expect. This brochure includes information for you and your family about the benefits and the processes for using them.

## Human Resources Department

**900 Church Street  
Lynchburg, VA 24504  
TEL: (434) 455-4200  
FAX: (434) 845-4304**

# Are Your Affairs in Order?

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No one likes to think about his or her own death and while we hope that event will be a long way off, we've experienced sudden terminal illnesses and unexpected deaths among our coworkers. Planning ahead gives you and your loved ones peace of mind in case things don't go as you expect. Your City of Lynchburg employment includes some important benefits that will help your family. This brochure includes information for you and your family about the benefits and the processes for using them.

## PREPARE FOR THE FUTURE

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**Do you have a will?** A will is a legal document that states how your property will be distributed when you die. It is the best way to ensure that your wishes are followed.

**Keep Track of Your Beneficiaries**—remember to keep beneficiaries current as your life changes. Check with these organizations if you don't remember who is designated as your beneficiary or know things have changed:

- **Virginia Retirement System**—benefits are paid by order of precedence (spouse, children, descendants of deceased children, parents, estate, etc.) or you may have designated a beneficiary for retirement and life insurance. You should complete a Designation of Beneficiary Form only if you wish to designate a beneficiary other than

the order of precedence. If you do so, you must remember to keep your beneficiary information up to date as your life changes. Check with VRS at 1-888-827-3847

- **ICMA Deferred Comp**—you designated a beneficiary if you joined the program and must keep your information up-to-date. Check with ICMA at 1-800-669-7400.
- **Does your supervisor know who to call?** In the case of an emergency or sudden illness at work, ensure that your supervisor has the name and phone number of the person you want called.

## SHARE BENEFIT INFORMATION WITH YOUR LOVED ONES

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- **Keep this and other important information in a safe place**—Make sure your beneficiaries know where your important papers are kept.
- **Grief Assistance**—provided to employees and their immediate family members through Employee Assistance of Central Virginia. 1-800-645-1246
- **Group Life Insurance**—Part of the VRS benefits and valued at two times your annual pay rounded up to the nearest thousand. Managed by Minnesota Life Insurance Co. 1-800-441-2258
- **Retirement (VRS)**—Defined benefit provided to all full-time employees based on years of service, age and average final compensation. VRS rules determine how your contributions are distributed if you die while an active employee. You

can choose a survivor benefit plan when you complete a retirement application. Managed by VRS 1-888-827-3847

- **Retirement (ICMA Deferred Comp)**—Voluntary defined contribution benefit is a supplemental retirement savings program that allows you to save funds for retirement before taxes are withheld. A beneficiary is designated upon enrollment. Managed by ICMA-RC 1-800-669-7400
- **COBRA**—Federally guaranteed continuation of medical, dental and vision coverage for your family if you die. Your eligible family members may choose to maintain coverage with the City plan for up to 36 months by paying a monthly premium. HR will send information to your family in the mail.
- **Flexible Spending Accounts**—Plan that allows payroll deductions on a tax-free basis to be used for reimbursement for eligible health and childcare expenses—IRS defines rules. Receipts for claims may be submitted for services received prior to employee's death—any unused funds are forfeited. Managed by take care by WageWorks 1-800-950-0105
- **Voluntary Supplemental Benefits AFLAC**—City handles payroll deduction only. Managed by Ken Towler, AFLAC Representative 434-942-7888.

*"Life is what happens to you while you're busy making other plans."*

~ John Lennon