

## EXIT INTERVIEW

All employees are encouraged to complete an online exit interview before leaving the City. Exit interviews are one of the best ways for us to get true and honest feedback from employees. Your honest feedback will not result in repercussions, and statements made during an exit interview will not be used to prevent future eligibility for rehire. The exit interview is an integral part of the City's employee retention efforts. We are always looking for ways to keep our key employees and we certainly value your feedback. To complete the online Exit Interview please go to:

<http://www.cityofchesapeake.net/government/City-Departments/Departments/Human-Resources-Department/links-resources/exit.htm>

You can also get there by going to the City's main web page and select Government to get to the Human Resources main webpage. Look under Links and Resources on the left and you will see the choice of Online Exit Interview.

## SEPARATION OF SERVICE

Upon leaving employment with the City, your departmental payroll clerk will provide you with the following important information concerning your benefits (if applicable) when you terminate your employment with the City as follows:

- **COBRA** - Continuation paperwork will be provided to employees who separate and/or retire who had coverage under the following plans: **Health insurance, Dental insurance, Voluntary Vision coverage and Medical Flexible Spending Accounts.**
- Pre-paid Legal – You can continue coverage through Legal Resources 30 days after your date of separation if currently enrolled by contacting 1.800.728.5768.
- **ICMA-RC - 457 Deferred Compensation** – You may keep your funds in your account, withdraw your funds or transfer your funds to another qualified plan. For additional information or forms please go to: [www.icmarc.org](http://www.icmarc.org) or call ICMA at 800-669-7400 weekdays from 8:30 a.m. – 9:30 p.m. Eastern Time.
- **Optional Long Term Disability Coverage with the Standard Insurance Company** – Coverage ends upon your separation unless you are currently receiving payments from this benefit. There is no conversion or portability option under this plan.
- **Virginia Retirement System (VRS)** – Visit [www.varetire.org](http://www.varetire.org) for forms and/or information about your accrued retirement benefits under VRS. You can also call 1-888-827-3847.  
**Please note:** If convicted of certain felony (ies), a loss of accrued retirement benefits could occur under the provisions of the Code of Virginia §51.1-124.13.
- **VRS Life Insurance** – Ends with your separation unless you are eligible for retirement at the time of your separation. If you have **Optional/Voluntary** life insurance through VRS with Minnesota Life, you can contact them if you are interested in converting your coverage to an individual term policy. For more information, please call Minnesota Life at 1-800-441-2258.