

August 4, 2011

MEMORANDUM #064-11HR

TO: Agency Administrators

FROM: Bobbie Chappell, Director of Human Resources

VIA: Rip Colvin, Executive Director

RE: Role of HR Administrators - Continuation of Insurance at Retirement

The Department of Management Services has notified our office of recent modifications to the role of Agency HR Administrators in assisting employees at retirement. Agencies may continue to provide counseling and resources to employees regarding their options for continuing state health and life benefits at retirement. Information regarding the continuation of benefits can be obtained at The My Benefits Website at: <http://www.myflorida.com/mybenefits/pdf/NewRetireeBenefitsPackage.pdf>.

“The New Retiree Health and Life Election Form” may be submitted by the agency on behalf of the retiree, as well as a personal check for the first month of coverage for retiree premiums. However, once the employee has retired, and is no longer covered under active employee benefits, the HR Administrator role will be limited. People First will then require written or verbal authorization from the retiree to speak with The HR Administrator on their behalf. The retiree may provide written authorization to the HR Administrator by completing the attached Authorization and Disclosure form: <http://www.myflorida.com/mybenefits/pdf/PFAuthorizationtoDisclosePHIForm.pdf>.

The retiree may also provide a verbal authorization over the phone, if both the retiree and the HR Administrator are on the same phone line with a representative at the People First Service Center. These new directives will allow HR Offices to continue to provide guidance to retirees, while protecting the integrity of information shared with individuals other than the retired employee. If you have any questions regarding these new requirements please contact Jennifer Henderson at 850-488-2415 extension 270 or by email at RetirementCoordinator@justiceadmin.org.

Bobbie Chappell, Director of Human Resources
Justice Administrative Commission
227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301

Phone: (850) 488-2415 Ext. 249
Fax: (850) 922-9445