

If you are ready to take a step towards reducing your work hours or your salary, you need to understand the implications of those steps. Here is some valuable information that will help you be more informed.

First Step: Reducing your hours or stopping your salary.

When you make a change in your hours or your salary there may be an impact on your benefits.

- HQ employees working less than 30 hours per week and Field employees working less than 20 hours per week will no longer be eligible for certain benefits.
- When you terminate employment, your benefits are not available unless you convert policies to a private policy or continue coverage under a Retiree option.

Beginning with the date you make one of these changes, *you will have 31 days to make elections to contact the insurers or make retiree elections.*

Benefits that can continue as a Retiree are:

- Medical and dental coverage for yourself and/or your spouse
- \$10,000 life insurance policy for yourself and/or your spouse

Request your Retiree Election Form by sending an email to benefits@navigator.org.

Depending on your age and your health, you may be able to port life or Long-Term Care insurance to a private policy when you lose your benefits eligibility. When you notify the Benefits Team that you would like to port these important policies we will initiate an application form that you will finish and work directly with the insurer for approval and to set up your premium payments.

Next Step: Officially ending your career by closing your ministry account and retire from fundraising for The Navigators. This does not mean that you have stopped ministry.

Communication: When you are ready to make a change, you will need to communicate with your supervisor and your mission office. With the mission office informed you can begin to prepare communication to your donors who have supported you over the years. Invite them to redirect their donations to other Navigator staff or introduce them to some of our excellent initiatives. Please send a copy of this donor letter either by email or post to your mission office.

Here is your final checklist:

- **Your Last Ministry Expense Report**
 - Make sure you submit your last expense report at least two weeks before your last day.
- **Finalize your Cost Center/Ministry Account closure with your mission office.**
 - If your Ministry Account has a reserve, it will be marked “non-receiptable” and will no longer be available to accept donations.
 - If you have a reserve in your account, these funds will be divided in this way:
 - 1/3 will go to your Mission Staff Assistance Fund
 - 1/3 will go to Nav Staff of your choice
 - 1/3 will be sent to you as a retirement bonus and taxed accordingly

At this point your cost center/ministry account will be closed.

- If your account is in deficit, you have a few options:

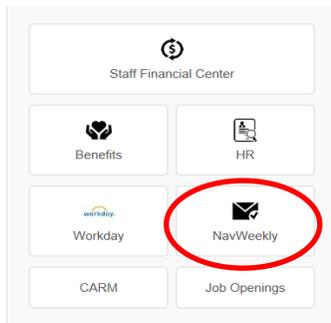
- You can give yourself a donation to cover the remaining deficit.
- Notify your donors that you will accept donations until your deficit is covered or up to 90 days.
 - If your account moves into a reserve, it will go through the closing process.
 - If your account is still in deficit the rest will be paid through the Mission Staff Assistance Fund and then the account is closed.

• **Talk to HR Benefits**

- Contact Jill Little at benefits@navigator.org to make sure your benefits stop at the end of your last month.
- If you're employed on the first of the month, you pay for benefits for the whole month. Keep this in mind as you choose your final day.
- Remember that when you lose your benefits eligibility you have only 31 days to take advantage of COBRA or your Retiree Elections.
- If you have Ministerial Earnings, please discuss withdrawal strategies with Jill Little, the Retirement Administrator.

• **NavWeekly**

- If you want to continue to receive the NavWeekly email once you retire follow these simple steps to sign up.
 - Sign in to NavOffice and click on the NavWeekly button



- Click on Subscribe button shown below

