



Employee Benefits Division 2021 SUMMER PORTABILITY

Important Dates:

- **April 30, 2021**- Deadline to change district's participation from 2020.
- **July 16, 2021**- Deadline for outgoing district to term transferring employees in the ARBenefits system.
- **August 13, 2021**- Deadline for incoming district to submit "Notice of PSE Transfer Form" to the Employee Benefits Division.
- **August 31, 2021**- Outgoing district must cover transfers through this date.
- **September 1, 2021**- Transferred employee's coverage begins with new district.

Things to Remember:

Employees can only be considered a transfer if both the outgoing and incoming district participate in portability. If one or both districts do not participate, the employee will be treated as a voluntary termination with the outgoing district and a new hire with the new district. Coverage with the new district will be based on the employee's hire date.

Districts that participate in portability must establish a deadline for their employees to inform the district that they would like to be treated as a transfer. The deadline cannot be prior to the last day of work for outgoing employees.

Employees who do not notify the district or notify after the established deadline, should be treated as a voluntary termination and a new hire with the new district. The employee would be considered a new hire even if they are moving between participating districts.

Employees who move between participating districts that elect to be a transfer will be covered by the outgoing district through **August 31, 2021**. The new district will begin covering the employee as of **September 1, 2021**. **These dates cannot be changed.**

Outgoing District: Please verify that the district they are moving to is participating in portability

It is the responsibility of the outgoing district to make sure they receive payment from transferring employees for the summer months. Districts are responsible for actively covered members on their monthly bill.

If your district sets up a deadline for an employee to remit payment to the district, and they miss that deadline, you can term the member for nonpayment of premiums. The employee could then enroll with their new district when they become eligible. **The 15-day window to term an employee back to the end of the previous month still applies.**

What districts need to do for transferring employees:

Outgoing District:

- Term the employee in the ARBenefits system
- Select "Transfer" as the termination reason

The termination date will automatically be 8/31/2021. Outgoing districts must terminate transfers by 7/16/2021.

Incoming District:

- Submit a PSE Notice of Transfer form to EBD by 8/13/2021.

Transferring employees must be added in eFinance by the incoming district before EBD can process a transfer form and move the employee to their new group.

Employees Choice

Employees have the option to continue their coverage as a transfer or be considered a new hire even if moving between participating districts. Employees cannot change their decision after deciding to be a transfer or new hire. Employees who transfer cannot make any changes to their current plan. **The transferring employee should not submit an enrollment form to EBD**, their current coverage will move to their new group starting September 1, 2021.

Employees who are treated as new hires can make changes to their plan. They must submit an Enrollment Form when they become eligible with their new district. If employees have a break in service or if they change plan levels (Premium, Classic or Basic), their deductible will reset.

Employees in a No-Health Plan who transfer between participating districts are eligible to enroll onto to the ARBenefits plan with their new district. The effective coverage is based on the hire date with the new district.

Colonial Life

Colonial Life follows the same dates as EBD for employees transferring between participating districts. Employees who transfer between districts can elect new life insurance coverage with Colonial Life through their new school district like any new hire. Any current coverages with Colonial Life will transfer to their new district as well. For questions regarding life insurance coverage for employees leaving, or coming to your district, you can send a secure task to the Colonial Life group.

Online Forms

[Notice of PSE Transfer Form](#)