

# City of Hollywood Exit FAQs

1. When will I get my last check?
  - All of your paperwork needs to be processed (ending PA, Separation of Employment form, turning in of uniforms, keys, ID card, etc).
  - Once payroll receives all the necessary documentation, they will issue your check on the next payday. Your final paycheck, including any payout, will be mailed to the address that payroll has on file.
  
2. What happens to my pension?

You will need to contact the Pension Administrator for your plan.

  - General Pension: Glenda Rowley, 954.921.3333
  - Police Pension: Dave Williams, 954.967.4395
  - Fire Pension: Rich Brito, 954.967.4331
  
3. When do my medical and dental benefits end?
  - Medical and dental benefits for you and your enrolled dependents will terminate at the end of the month in which you leave. For example: if you leave May 5th, your benefits will terminate on May 31st.
  
4. If I have Medical and Dental coverage, what type of coverage can I continue?
  - Within sixty (60) days of leaving you will receive a notice from Ceridian, the company that handles our COBRA coverage. You will have 45 days to accept COBRA coverage.
  - You will have the option of continuing existing coverage, provided you pay 102% of the premium.
  - As long as the premium is paid, coverage will then generally continue for a maximum of eighteen (18) months.
  
4. What happens to my Group Life Insurance?
  - Basic Life and AD&D Insurance and Supplemental Life Insurance end on your last day of employment. You may be able to convert your Life Insurance directly with the carrier. Go to: [http://www.hollywoodfl.org/human\\_res/forms.htm#L](http://www.hollywoodfl.org/human_res/forms.htm#L) for the necessary conversion forms.
  
5. I received tuition reimbursement, what happens?
  - If you received tuition reimbursement within two (2) years of leaving the City, by contract it must be reimbursed. Please refer to your Bargaining Unit contract for information or HR Policies.
  - Payroll will deduct it from your last check. Arrangements will need to be made to remit if check doesn't cover necessary amount.
  
6. If I move, how will I receive my W-2?
  - If you move prior to receiving your last W-2 from the City, please contact Human Resources and provide your new mailing information. If you are retiring, or you are vested, also contact your pension administrator whenever you have an address change.
  - If you are enrolled in COBRA, Human Resources will notify Ceridian of your new address.
  
7. What happens to my 457 Deferred Compensation Plan and Police Retirement Health Savings Plan?
  - Contact your representative directly for information.