RETIREMENT Planning 2018

Consulting Staff and Executives
Mayo Clinic in Arizona, Florida and Rochester
This document has been prepared at the request of individual staff members, the Officers and Councilors and the Personnel Pre-Retirement Subcommittee. The purpose of this guide is to provide a single resource for an overview of the various considerations, benefits and privileges associated with retiring as a Mayo Voting/Consulting Staff member. As retirement benefits can be complex with multiple provisions and options, this guide will assist you in preparing for your retirement.

If you have any questions after reviewing your pre-retirement guide, you may contact the Office of Staff Services.

Mayo Clinic in Rochester  507-266-0490
Mayo Clinic in Florida  904-953-6254
Mayo Clinic in Arizona  480-342-0065

Pre-Retirement Planning Seminar

On a biennial basis, a Pre-Retirement Planning Seminar series is scheduled for Voting/Consulting Staff members and their spouses. This multiple-session program is an informal dinner meeting where individuals will present information about your retirement options including medical plan options, pension payment options, financial planning considerations, estate planning and other factors affecting individuals in retirement. The Office of Staff Services will invite all staff members, age 55 and older to attend a future seminar.

This guide is intended for general information and should not be considered a legal document. If there is a conflict with this information and an official plan document, the official plan document is controlling. Mayo Clinic reserves the right to terminate or amend the Plans at any time, in whole or in part, for any reason. Any such amendment or termination may apply to current and future participants, current and future retirees, covered spouses, beneficiaries and dependents.
prepare - checklist

Timeline of things “to do” before retirement

section 1 - medical

Important information about your medical coverage

section 2 - income

Information about your Pension, 403(b) and 401(k) plans

section 3 - life insurance

Coverage options and calculating premiums

section 4 - other benefits

Changes in eligibility

section 5 - resources

A reference to track your personal information
Retirement is one of the biggest decisions a person will make in their life, and it is a very personal process in which there are many factors to consider.
PREPARATION FOR RETIREMENT

2 to 5 Years Before Retirement
Meet with a Staff Financial Planner in the Office of Staff Services or your personal Financial Planner/Advisor to review your retirement sources of income.

18 Months Before Retirement or Earlier
Attend Pre-Retirement Planning Seminar – Office of Staff Services will invite all staff members, age 55 and older to attend a future seminar.

6 Months Before Retirement or Earlier
☐ Make your retirement decision.
☐ Send a formal letter to your Department/Division Chair. Department/Division Chair acknowledges and forwards the letter with the effective date to the Personnel Committee. The Personnel Committee will review terms of the retirement and recommend acceptance to the Executive Operations Team. In order to be included in that year’s annual meeting recognition staff members must initiate their retirement notification so the site Personnel Committee approves retirement with Emeritus status in the first week of August in the year retiring.
☐ Review retirement information found on the Office of Staff Services internet site under the financial planning tab.

3 - 6 Months Before Retirement
☐ Schedule an appointment with a Staff Financial Planner in the Office of Staff Services to review your retirement options.
☐ Review medical insurance options.
☐ Review pension options – At retirement you will make your pension election. You may choose a monthly or lump sum cash payment. Payments will be made from Northern Trust, Mayo’s trustee, and will be directly deposited into a bank account of your choice.
☐ Review voluntary retirement savings plans – You are not required to take a distribution from your 403(b) or 401(k) plan at retirement. No additional dollars may be deferred once you retire. You must begin to receive payments from the Plan by your required beginning date (generally by April 1st of the year following the year in which you reach age 70 ½).
☐ Make your 457(b) irrevocable election of when to start receiving funds. You may choose an immediate lump sum distribution or installment payments over a choice of 5, 10 or 15 years.
☐ Review voluntary life insurance options.
☐ Review unused vacation payout.
☐ Review continuation of coverage for Excess Liability/Umbrella and Auto/Homeowners insurance coverage.
☐ If you are Medicare-eligible, contact Via Benefits to enroll in the private Medicare marketplace for a Medicare supplement plan. You will need your Medicare Part A and Part B numbers to enroll in a plan through Via Benefits.
CHECKLIST FOR RETIREMENT

1 - 3 Months Before Retirement

☐ Meet with a Staff Financial Planner in the Office of Staff Services.
   — Make a pension election and sign the pension application.
   — Decide to continue, reduce or discontinue Prudential Life Insurance.
   — Contact HR Connect at 1-888-266-0440 if pre-Medicare age to elect either Mayo Premier or Select.
   — Decide how to withdraw your voluntary retirement savings plans (403(b)/401(k)/457(b)).
   — Discuss payout of unused vacation days.
   — Contact Think Insurance (1-800-443-6316) to continue coverage for Excess Liability and Auto/Homeowners insurance coverage.

☐ If you are age 65 or older enroll in Medicare coverage: Enroll online at www.medicare.gov or visit your local Social Security Office.
   — Part A – Hospital coverage, you are required to enroll at age 65.
   — Part B – Outpatient coverage, you are required to enroll at retirement unless covered by an actively working spouse.
   — Part D – Pharmacy coverage

☐ Notify your Department/Division chair with your decision to have a retirement/farewell event.

☐ Your Mayo Corporate Travel Card will expire upon retirement. Work with your assistant to process all outstanding expenses for payment before your last day. You will be responsible for paying any personal expense balance in full prior to retirement. You or your assistant should send an email to mccorporatecc@mayo.edu with your retirement date.

☐ Contact the Social Security Administration to determine your Social Security retirement benefit at www.socialsecurity.gov.

☐ In recognition of your service the Office of Staff Services will contact you about information needed in preparation for your recognition at the November Annual Meeting of the Staff.

☐ An Encomium will be created for you. Ask a colleague or friend to assist with the content.

☐ Update your Mayo Patient Account with your Medicare eligibility or any medical insurance changes at 1-800-660-4582.

☐ An exit interview will be offered by the Chair of the Personnel Committee either prior or post retirement.

☐ Visit the Emeritus Centers:
   Rochester: Plummer N-10
   Florida: Stabile N-7
   Arizona Main Clinic Building CP59B.

☐ Visit the Emeritus Association website at http://emeritus.mayo.edu home page for additional resources.

☐ Immediately notify Mayo Clinic of any changes to your address or phone number.
Preparing for Retirement

If you meet one of the four criteria for age and service in the table below, you will be considered a Mayo Clinic retiree.

## Retirement Milestones

<table>
<thead>
<tr>
<th>Age at Retirement</th>
<th>Continuous Years of Benefits-Eligible Service at Retirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>62 and over</td>
<td>10</td>
</tr>
<tr>
<td>60 and 61</td>
<td>15</td>
</tr>
<tr>
<td>55 thru 59</td>
<td>20</td>
</tr>
<tr>
<td>Any age</td>
<td>30</td>
</tr>
</tbody>
</table>

## Things to Consider

### Air Ambulance Coverage

As a Mayo Clinic Retiree, you and your spouse are eligible to continue coverage through AirMed directly. You may take advantage of the discounted membership fee by registering at www.airmed.com/RPMC.

### Dan Abraham Healthy Living Center (Rochester only)

You are eligible to start or continue your membership as a retiree. You may visit the DAHLC to obtain a new access card.

### Disability Income

Your short term and long term disability coverage ends at retirement with no option to continue coverage.

### Identity Theft coverage

Your identity theft coverage through CyberScout cancels at retirement with no option to continue coverage.

### Long Term Care Insurance

If you are currently participating in a long term care policy, your billing will continue to come directly from your carrier. Your policy is fully portable and stays with you when you retire. If you have questions, contact your specific carrier.

### Vacation

You will be compensated for prorated vacation allotted but not taken prior to your retirement date. If there are any unused vacation days they will be paid out in your final pay check.
Mayo Clinic is committed to providing meaningful, competitive benefits—including retiree medical coverage options.
Your coverage as an active employee under the Mayo Medical Plan will end on the last day of the month in which you retire. Pre-Medicare retirees have the option to maintain coverage through the Mayo Medical Plan until they reach Medicare-eligibility.
Medicare-eligible retirees

Retired staff members age 65 or older and Medicare eligible will receive coverage through the private Medicare marketplace upon retirement and receive plan review and enrollment assistance through Via Benefits, a service provider contracted by Mayo Clinic.

Mayo Clinic will continue to subsidize retiree medical coverage for eligible future retirees, which are employees who have been continuously benefit eligible since 12/31/2001 or before. Those Medicare-eligible retirees not eligible for a subsidy will also have access to Via Benefits to select a plan but will be responsible for the full cost of coverage.

Via Benefits

Via Benefits will provide the health care decision-making and enrollment assistance for Medicare-eligible retirees that is essential to Mayo clinic’s retiree medical benefit.

Via Benefits has expertise in the private Medicare marketplace, with a long record of success in moving individuals from group coverage to marketplace plans. Via Benefits licensed benefit advisors will work one-on-one to help retirees understand their plan options and costs and assist in electing the best plan for them.

Health Reimbursement Arrangement (HRA)

Upon transition to the marketplace and if you are subsidy eligible*, you will work with Via Benefits to set up a Health Reimbursement Arrangement (HRA), which Mayo Clinic will make an annual contribution to. You must enroll in a medical plan through Via Benefits to have access to the HRA/subsidy. You can use your HRA to pay health care premiums for marketplace plans as well as qualified out-of-pocket medical expenses. Once you enroll, Via Benefits will send you a welcome kit with additional details. The HRA will start the first of the month after you retire.

Subsidy Eligible

The following sites offer a retiree medical subsidy for those employees who have been continuously benefits-eligible since 12/31/2001 or before: Arizona, Florida, Rochester.

Pre-Medicare retirees

Mayo Clinic is committed to offering retiring pre-Medicare employees (and spouses and dependents) the opportunity to remain on the Mayo Medical Plan. Both subsidy-eligible and non subsidy-eligible premiums for Mayo Premier and Mayo Select can be found in the chart below.

<table>
<thead>
<tr>
<th>Pre-Medicare eligible upon retirement</th>
<th>Medicare eligible upon retirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retiree medical plan</td>
<td>Private Medicare marketplace</td>
</tr>
<tr>
<td>Mayo Medical Plan</td>
<td>Mayo Medical Plan</td>
</tr>
<tr>
<td>Mayo Premier</td>
<td>Mayo Select</td>
</tr>
<tr>
<td>If subsidy-eligible*</td>
<td>Retiree only: $416/month Family: $908/month</td>
</tr>
<tr>
<td>Family: $710/month</td>
<td>Retiree only: $341/month Family: $710/month</td>
</tr>
<tr>
<td>$1,764** fixed annual contribution to a Health Reimbursement Arrangement (HRA)</td>
<td></td>
</tr>
<tr>
<td>If not subsidy eligible*</td>
<td>Retiree only: $893/month Family: $1,780/month</td>
</tr>
<tr>
<td>Family: $826/month</td>
<td>Retiree only: $826/month Family: $1,652/month</td>
</tr>
<tr>
<td>Private Medicare marketplace</td>
<td></td>
</tr>
</tbody>
</table>

* Subsidy Eligibility: For employees who have been continuously benefits-eligible since 12/31/2001 or before at a site offering this benefit.
**$3,528 If you have a Medicare-eligible spouse.
Retiree Medical Considerations

Do you have a spouse that is a Mayo Clinic employee or retiree?

If your spouse is an active Mayo Clinic employee, you can transfer your coverage to your spouse and pay the active employee premium until your spouse either retires or leaves employment at Mayo Clinic. In most cases the active employee premium will be less than retiree coverage.

If your spouse is a retiree of Mayo Clinic, you will want to look at the premium schedule based on their retirement information and decide if it makes sense for you to transfer coverage to him/her or to enroll in your own coverage. If you become a dependent under your retired spouse’s coverage and he/she were to pass away, you can remain on their coverage for your lifetime, unless you choose to remarry, in which case you would need to enroll in your own retiree medical coverage or find coverage elsewhere.

Will you continue your retiree coverage under your current Mayo Medical Plan option?

If you retire under age 65, you will have Mayo Premier and Mayo Select available to you.

You can choose to change your plan option at retirement. If you make a mid-year medical plan change your out-of-pocket costs will start over at zero. Upon age 65 or Medicare eligibility, your coverage will transition from the Mayo Medical Plan to a Medicare supplement plan you select from Via Benefits. You will receive information on how to elect a plan through the private Medicare marketplace.

If you retire at age 65 or older, you will be eligible to select a plan from a private Medicare marketplace through Via Benefits.

Do you wish to decline coverage on yourself and/or your spouse at retirement?

If you decline coverage on yourself, there will not be an option to re-enroll in the future. You do have the option to discontinue coverage on your spouse at retirement if he/she has another coverage option. If you decline coverage on your spouse at retirement, you can re-enroll him/her:

- In the Mayo Medical Plan during Open Enrollment or if your spouse loses coverage and is pre-Medicare eligible

- Based on Medicare eligibility guidelines, by calling Via Benefits. Your spouse may be subject to Evidence of Insurability (EOI) through Via Benefits if there is a lapse in coverage.

Retiring at age 65 or Beyond

If you continue to work past age 65, you may continue coverage in the active employee medical plan options for yourself and your spouse. When you retire and are no longer working, you will need to enroll in Medicare Part A and Part B. Contact your local Social Security Office or visit www.medicare.gov for enrollment information.

Once you retire and are enrolled in Medicare Part A and Part B, a private Medicare marketplace will be available to you through Via Benefits. If your spouse is under age 65 at your retirement, he/she may elect Mayo Premier or Mayo Select until age 65 or Medicare eligible. Once your spouse turns age 65, he/she will enroll in Medicare Part A and Part B and will select a new plan from the private Medicare marketplace through Via Benefits.

Other helpful information:

It is important to contact Via Benefits three to six months before your retirement date. This will ensure a timely effective date for your retiree medical coverage through the private Medicare marketplace. You will need your Medicare Part A and Part B numbers to
enroll in a plan through Via Benefits. If you do have a lapse between your Mayo Clinic medical coverage and the marketplace exchanges, you will be offered the opportunity to temporarily continue group health coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) through Discovery Benefits, Inc.

If you or an eligible family member are or become Medicare-eligible due to disability prior to age 65, contact HR Connect at 507-266-0440 for assistance.

**Continued Coverage under COBRA**

You may continue coverage up to 18 months through COBRA if you are currently enrolled in Mayo Medical Plan, Mayo Reimbursement Account (MRA), Medical Expense Reimbursement Plan (MERP), Delta Dental or Vision Care Plan. COBRA is a Federal law that allows continuation of a benefit for a period of time after leaving employment.

Discovery Benefits, Inc. administers COBRA and you will receive an additional mailing regarding the process to enroll if you wish to continue coverage. Coverage as an active employee ends on the last day of the month in which you retire. If you continue coverage through COBRA, your current account balance rolls into your COBRA account.

<table>
<thead>
<tr>
<th>Mayo Medical Plan</th>
<th>Mayo Premier</th>
<th>Mayo Select</th>
<th>Mayo Basic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single $567</td>
<td>Single $526</td>
<td>Single $479</td>
</tr>
<tr>
<td></td>
<td>Employee+Child(ren) $1,020</td>
<td>Employee+Child(ren) $948</td>
<td>Employee+Child(ren) $863</td>
</tr>
<tr>
<td></td>
<td>Employee+Spouse $1,133</td>
<td>Employee+Spouse $1,053</td>
<td>Employee+Spouse $959</td>
</tr>
<tr>
<td></td>
<td>Family $1,700</td>
<td>Family $1,579</td>
<td>Family $1,437</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mayo Reimbursement Account (MRA)</th>
<th>Single $36.00</th>
<th>Family $90.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your COBRA coverage extends into the month of January, you will receive the annual MRA allocation. Your account balance cannot exceed the maximum of $5,000.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Expense Reimbursement Plan (MERP)</th>
<th>Single $136</th>
<th>Family $340</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please note: you must be covered under the Mayo Medical Plan to continue MERP on COBRA.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delta Dental Standard</th>
<th>Single $30.67</th>
<th>Employee + Child(ren) $87.81</th>
<th>Employee + Spouse $53.32</th>
<th>Family $110.29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delta Dental Deluxe</td>
<td>Single $40.93</td>
<td>Employee + Child(ren) $119.88</td>
<td>Employee + Spouse $72.60</td>
<td>Family $151.56</td>
</tr>
<tr>
<td>Vision Care Plan</td>
<td>Single $9</td>
<td>Employee+Child(ren) $16</td>
<td>Employee + Spouse $19</td>
<td>Family $24</td>
</tr>
</tbody>
</table>
Mayo Clinic provides a comprehensive and competitive retirement package that will assist you in achieving your personal financial security for your retirement.

As you have many pension elections to choose from it is advisable to meet with a Staff Financial Planner in the Office of Staff Services to assist you with your decision.
Pension Plan

An important component of your retirement income is your Mayo pension benefit. As you have many pension elections to choose from it is advisable to meet with a Staff Financial Planner in the Office of Staff Services to assist you with your decisions. Your spouse should be present for the discussion of pension options. To schedule an appointment with a Staff Financial Planner please call:

Mayo Clinic in Rochester   507-266-0490
Mayo Clinic in Florida 904-953-1043
Mayo Clinic in Arizona  480-301-6030

The Mayo Pension Plan is an employer sponsored defined benefit plan which rewards employees for long service. Below, you will find the details on the current formula.

Mayo Pension Plan
For pension earned in 2015 and beyond:

Total Pension Benefit = Benefits earned through Dec. 31, 2014 + Sum of benefit portions earned each year beginning Jan 1, 2015

- Final Average Pay formula for your service through 12/31/2014.
- As of 1/1/2015, accruals are based on Pension Percentage times monthly compensation minus the Covered Compensation Offset. Pension Percentage is 2% times Pension Benefit Service accrued each year.
- 30 year total maximum Pension Benefit Service.
- Covered Compensation Offset.
- Benefit is never less than $30 times your Pension Benefit Service.

Pension Example

Pension Calculation = Monthly compensation x pension percentage (2% x annual pension benefit service) – covered compensation offset = monthly pension benefit at age 65 payable in a life only annuity.

The example below is based on the IRS annual salary limit of $275,000 and a full-time FTE (1.0) less the covered compensation offset based on the Social Security Wage Base of $128,400.

<table>
<thead>
<tr>
<th>Monthly Compensation</th>
<th>Pension Percentage</th>
<th>Less Covered Compensation Offset</th>
<th>Equals Monthly Payable Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>$275,000/12 = $22,917</td>
<td>$22,917 x 2% x 1.0 = $458.34</td>
<td>$10,700 x .6% x 1.0 = $64.20</td>
<td>$458.34 - $64.20 = $394.14</td>
</tr>
</tbody>
</table>

Your Pension Estimator

Your Pension Estimator is an online tool to assist you with estimating your pension values.

You can access Your Pension Estimator by visiting HR Connect. You must be within the Mayo network on-site or by VPN to access the tool. You will be able to print any estimates you run.
Once you access Your Pension Estimator, you can click “Estimate My Pension Benefit” in order to run an estimate. You can learn more about your payment options on page 13 of this book.

A note on lump sum values: When you run a calculation in Your Pension Estimator, a lump sum option will only display for current year commencement dates. The lump sum value is based, in part, on current interest rates which can cause the amount to vary year to year. Due to these annual changes in interest rates, we are unable to display lump sums for retirements after December 1st of the current year. If you are considering terminating or退休, your termination/retirement date will need to be on or before December 1st of the current year in order for your lump sum value to be based on the current year’s interest rates.

Your Pension Election

Monthly and lump sum cash payment options are subject to federal and state taxation. A lump sum that is rolled over directly into an IRA or another qualified plan is not taxable at the time of the rollover payment.

Your pension begins or is paid out based on your commencement date. For example, if you retire on any date in June and choose a July 1st begin date, your first monthly pension payment will be paid the last business day of July provided your election paperwork was completed and returned on time. If you choose a lump sum payment, it will be made four to six weeks after your retirement date.

As a Mayo Pension Plan participant, you are required to commence the Final Average Pay portion of your pension accrued up until December 31, 2014 at your Normal Retirement Date (usually age 65) even if you continue to work. An application for payment will be automatically mailed to your home approximately 4 to 6 weeks prior to your birthday. The portion of your benefit accrued after January 1, 2015 under the Annual Accumulation formula will not be payable until your termination of employment.

Monthly payments will be made from Northern Trust, Mayo’s trustee, and will be deposited into the bank account of your choice. You will receive a statement from Northern Trust at the end of each month. You can use this statement to update your address, your W-4 (tax withholding election) and your direct deposit information and mail it back directly to Northern Trust, or you may also visit northerntrust.com/bppweb.

If you choose a lump sum rollover, the check will be made payable to your rollover company, however will be mailed to you for deposit into your rollover account. If you choose to take a lump sum distribution in cash, you can have the payment deposited into your checking or savings account.

Increases to monthly pension payment after you retire

When you retire from Mayo Clinic, having met certain age and continuous service requirements (see page 5) and are a participant in the Mayo Pension Plan, the portion of your benefit that was accrued as of December 31, 2003 may be increased by an annual inflation increment. The portion of your benefit earned after December 31, 2003 will not be eligible for the annual inflation increment.
Forms of Payment

When you retire, you need to elect the form of payment from the pension plan. Your payment election and choice of Joint Annuitant is irrevocable. Below is the list of options.

Normal Forms of Payment Under the Law

Unmarried. If you are unmarried when you start your benefit from the Plan, payment will be made in the form of a Single Life Annuity (described below) unless you request a different form of payment on your pension application.

Married. If you are married when you start your benefit from the Plan, payment will be made in the form of a 50% Joint and Survivor Annuity (described below) unless you request a different form of payment on your pension application and your spouse expressly consents to that form of payment and to the person you name as the joint annuitant or beneficiary. Your spouse consents by signing the spousal consent located in the pension application form. Your spouse’s signature on the consent must be witnessed by a notary public. Your marriage status and the identity of your spouse are determined on the date your benefit starts.

☐ Single Life Annuity:
This option provides a monthly benefit payable to you for as long as you live. In the event of your death, no additional benefits will be paid. If you are unmarried and do not elect an optional form of payment, you will automatically receive this pension option.

☐ 5 Years Certain:
This option provides a monthly benefit payable to you for as long as you live. In the event of your death before the 5 year term ends, your designated beneficiary will receive payments for the remainder of the 5 year term.

An example: Upon your death, it is determined that the Plan had paid out 3 years of benefit payments. Because you elected the 5 year certain, the Plan will continue to pay your designated beneficiary for the 2 remaining years. At the end of the 2 years, the benefit payment will stop.

☐ 10 Years Certain:
This option provides a monthly benefit payable to you for as long as you live. In the event of your death before the 10 year term ends, your designated beneficiary will receive payments for the remainder of the 10 year term.

☐ 15 Years Certain:
This option provides a monthly benefit payable to you for as long as you live. In the event of your death before the 15 year term ends, your designated beneficiary will receive payments for the remainder of the 15 year term.
50% Joint & Survivor Annuity:
This option provides a monthly benefit payable to you as long as you live. In the event of your death, 50% of your benefit amount will continue to be paid to your designated beneficiary for the remainder of his or her lifetime. If your designated beneficiary is deceased at the time of your death no additional benefits will be paid.

66.7% Joint & Survivor Annuity with 5 Years Term Certain:
This option provides a monthly benefit payable to you for as long as you live. In the event of your death, 66.7% of your benefit amount will continue to be paid to your designated beneficiary for the remainder of his or her lifetime. If both you and your joint annuitant die before the 5 year term ends, your designated beneficiary will receive payments for the remainder of the 5 year term.

75% Joint & Survivor Annuity:
This option provides a monthly benefit payable to you as long as you live. In the event of your death, 75% of your benefit amount will continue to be paid to your designated beneficiary for the remainder of his or her lifetime. If your designated beneficiary is deceased at the time of your death no additional benefits will be paid.

100% Joint & Survivor Annuity:
This option provides a monthly benefit payable to you as long as you live. In the event of your death, 100% of your benefit amount will continue to be paid to your designated beneficiary for the remainder of his or her lifetime. If your designated beneficiary is deceased at the time of your death no additional benefits will be paid.

100% Joint & Survivor Annuity with 5 Years Term Certain:
This option provides a monthly benefit payable to you for as long as you live. In the event of your death, 100% of your benefit amount will continue to be paid to your designated beneficiary for the remainder of his or her lifetime. If both you and your joint annuitant die before the 5 year term ends, your designated beneficiary will receive payments for the remainder of that 5-year term.

Lump Sum:
The present value of your benefit paid to you in a single lump sum. The lump sum value is based in part on current interest rates which can cause the amount to vary year to year. If you are considering terminating or retiring, your termination/retirement date will need to be on or before December 1st of the current year in order for your lump sum value to be based on the current year’s interest rates.
403(b) and 401(k) Retirement Plans

You are not required to take a distribution at retirement. No additional dollars may be deferred once you retire, but you will still have the ability to manage your funds within the plan. The IRS mandates that you take a minimum required distribution from your 403(b) at age 70 ½. Early withdrawal penalties may apply if a distribution is before age 59 ½.

Plan Match

Mayo Clinic matches staff contributions. The employer match increases in intervals based on length of pension benefit service. The match is based on the first four percent that you contribute (up to the maximum salary limit of $275,000).

<table>
<thead>
<tr>
<th>Length of Pension Benefit Service</th>
<th>Mayo Clinic Match</th>
<th>Match Limit</th>
<th>Example Match Based on 4% Contribution (Salary $150,000 annually $5,769.00 per pay-period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-19 years</td>
<td>50 percent</td>
<td>First 4 percent of employee contribution</td>
<td>$230.77 employee contribution $115.38 Mayo match</td>
</tr>
<tr>
<td>20-29 years</td>
<td>75 percent</td>
<td>First 4 percent of employee contribution</td>
<td>$230.77 employee contribution $173.08 Mayo match</td>
</tr>
<tr>
<td>30+ years</td>
<td>100 percent</td>
<td>First 4 percent of employee contribution</td>
<td>$230.77 employee contribution $230.77 Mayo match</td>
</tr>
</tbody>
</table>

Financial Engines

If you utilize Financial Engines Personal Asset Management service to manage your Fidelity account, you may continue to use this service. You can also take advantage of the Income + tool, which is a Financial Engines program designed to provide you with a steady payout from your 403(b)/401(k) plan. The program provides you with an investment advisor that will allocate your portfolio with a balance between growth and safety and is designed to provide monthly payouts in retirement that can last a lifetime.

For more information, call 1-800-601-5957 or visit www.NetBenefits.com/Mayo; after login click on Financial Engines link.

457(b) Deferred Compensation Plan

When you retire or end your employment with Mayo and affiliated entities, your account will be distributed to you through your choice of one of the following available methods:

- Immediate lump-sum distribution†
- Five-year installment payments‡
- Ten-year installment payments§
- Fifteen-year installment payments¶

* If you choose an installment election, payments can be monthly, quarterly, or annually.

If no election is made, then a lump-sum distribution will be made 60 days after employment ends.

You are permitted to defer the effective date of the distribution options. If you are at least 30 days from your current distribution election, you have a one-time opportunity to extend that distribution.

You may not withdraw any amount from this account prior to your retirement, termination of employment.
Retirement Q and A

How much total monthly income will I need in retirement?
In general, retirement planners suggest that you will need to replace approximately 85% of your pre-retirement income level in order to meet your needs in retirement.

How much of my retirement income could come from the Mayo Pension Plan?
Benefit-eligible employees at Mayo Clinic are fortunate to be participants in a traditional, defined-benefit pension plan. If you choose to receive a monthly payment, the plan will pay a monthly benefit from the time you retire to the time you pass away (other payment options are available). Your pension benefit is based on your length of service in the plan, your income while you work at Mayo Clinic and your age at payment commencement.

How much of my retirement income could come from Social Security?
The Social Security Administration offers a Retirement Planner at their website www.ssa.gov/planners/.
Among other things, the site will allow you to view an estimate of your future Social Security benefit at your early retirement date, your normal retirement date and age 70. You can choose a different date for comparison and there is also a tool to help you decide which is the best date for you to begin to draw benefits.

What is my retiree medical benefit?
For pre-Medicare eligible (pre-65) retirees: These individuals, spouses and dependents can retain coverage in the Mayo Medical Plan.
For Medicare-eligible retirees: These individuals will work with expert advisors through Via Benefits, Mayo Clinic’s retiree medical partner. They will transition to the private Medicare marketplace with an HRA, if eligible.

What is a marketplace?
A health insurance “exchange” or “marketplace” is a resource offered by a government entity (public exchange) or by brokers, insurance carriers or benefit consultants (private exchange).
The private Medicare marketplace was established in 1965 and includes plan options for individuals that are Medicare-eligible.
Features of the private Medicare marketplace include:
- Expert advisors are available to support decisions and enrollment.
- Mayo Clinic will deliver a subsidy (if the retiree is eligible) via an annual contribution to the retiree’s HRA.

What kind of information will future retirees need to share with the advisor?
In order for Via Benefits to comply with Affordable Care Act and Medicare regulations, Via Benefits must create an individual record for each caller. Therefore, when calling Via Benefits you may need to identify yourself as a Mayo Clinic employee and provide your full name, address, phone number, date of birth and Social Security number. If you are Medicare-eligible, Via Benefits will need the following information from your Medicare card: effective date and Medicare Part A and Part B number.
Mayo Clinic provides a basic level of life insurance for the rest of your life.
Employer-Paid Life Insurance (GVUL)

You may voluntarily elect to continue your Mayo Paid Group Variable Universal Life (GVUL) coverage (3 times annual salary death benefit) at retirement. You will be responsible for paying the premium directly to Prudential. Mayo provides post-retirement life insurance coverage for retirees. If you were hired on or before 11/1/2003, Office of Staff Services will provide information on the post-retirement life insurance coverage specific to you in retirement. If you were hired after 11/1/2003, the post-retirement life insurance coverage is $5,000.

Contact Office of Staff Services if you need to update your beneficiary designation.

Group Universal Life Insurance (GUL)

If you currently participate in the Group Universal Life Insurance (GUL), you may continue the level of coverage after retirement that you had as an active staff member. If your coverage as an active staff member was more than one times your salary, you may reduce your coverage level to a lower multiple of your salary. You will pay premiums directly to Prudential and they will bill you every six months.

Group Universal Life Insurance may also be converted to an individual whole life policy.

You may cancel your Group Universal Life Insurance Plan at retirement and withdraw immediately following your Cash Accumulation Fund (CAF) in cash or buy a paid-up policy with the balance if at least $500. Prudential will send you more information explaining your options to continue, convert or cancel coverage.

Contact a Staff Financial Planner in the Office of Staff Services for assistance with continuation, conversion or termination of your Prudential Life Insurance policy.

Family Life Insurance

If you continue your Group Universal Life Insurance in retirement, you may elect to continue Family Life Insurance (if applicable) on your spouse and children (if enrolled) for 18 months.

Family Life Insurance may also be converted to an individual whole life policy immediately following retirement or at the conclusion of the initial 18 month continuation. If you cancel your Group Universal Life Insurance plan at retirement your Family Life Insurance will also be cancelled. Prudential will send you more information explaining your options to continue, convert or cancel coverage.

Contact a Staff Financial Planner in the Office of Staff Services for assistance with continuation, conversion or termination of your Prudential Life Insurance policy.

Accidental Death and Dismemberment

Your accidental death and dismemberment coverage cancels at retirement with no option to continue.
Cost of Coverage

If you choose to continue voluntary life insurance coverage, you pay the cost for any Group Universal Life and Family Life. The premiums are the same as what you pay as an active staff member and set by Prudential.

The current monthly cost for each $1,000 of Group Universal Life and Family Life coverage is based on your age according to the table on the right.

Please refer to the chart to determine the premium amount. The premium changes on January 1st and is calculated as if your age changes on January 1st coinciding with or preceding your birthday. However, if you are age 65 or older, your premium changes on your birthday.

<table>
<thead>
<tr>
<th>Age</th>
<th>Monthly Cost per $1,000 of Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under age 25</td>
<td>$.039</td>
</tr>
<tr>
<td>25 - 29</td>
<td>$.047</td>
</tr>
<tr>
<td>30 - 34</td>
<td>$.063</td>
</tr>
<tr>
<td>35 - 39</td>
<td>$.070</td>
</tr>
<tr>
<td>40 - 44</td>
<td>$.078</td>
</tr>
<tr>
<td>45 - 49</td>
<td>$.117</td>
</tr>
<tr>
<td>50 - 54</td>
<td>$.180</td>
</tr>
<tr>
<td>55 - 59</td>
<td>$.336</td>
</tr>
<tr>
<td>60 - 64</td>
<td>$.516</td>
</tr>
<tr>
<td>65 - 69</td>
<td>$.993</td>
</tr>
<tr>
<td>70 - 74</td>
<td>$1.611</td>
</tr>
<tr>
<td>75 - 79</td>
<td>$2.158</td>
</tr>
<tr>
<td>80 - 84</td>
<td>$3.237</td>
</tr>
<tr>
<td>85 and older</td>
<td>$6.256</td>
</tr>
</tbody>
</table>
Social Security is part of your retirement planning. Social Security Administration provides an online Retirement Estimator to get immediate and personalized retirement benefit estimates to help you plan for your retirement.
Retirement Benefit

Your benefit payment is based on how much you earned during your working career. Higher lifetime earnings result in higher benefits. Your benefit payment is also affected by the age at which you decide to retire. If you retire at age 62 your benefit will be lower than if you wait until later to retire.

You can use the online Retirement Estimator to get immediate and personalized retirement benefit estimates to help you plan for your retirement.

You can apply for retirement benefits online at www.socialsecurity.gov or contact your local Social Security Office and make an appointment to apply in person.

Your full social security retirement is based on your year of birth and benefits increase gradually up to age 67.

Benefits for Family Members

If you are receiving a Social Security retirement benefit, your family members may also be eligible to receive a benefit.

- Spouse age 62 or older
- Former spouse age 62 or older
- Children up to age 18 if they have not graduated from high school
- Disabled children age 18 or older

A spouse who has not worked or who has low earnings can be entitled to as much as one-half of the retired worker’s full benefit. If your benefit as a spouse is higher than your own retirement benefit, you will receive a combination of benefits equaling the higher spouse benefit.

Social Security Full Retirement Age Chart

<table>
<thead>
<tr>
<th>Year of Birth</th>
<th>Full Retirement Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>1943-1954</td>
<td>66</td>
</tr>
<tr>
<td>1955</td>
<td>66 and 2 months</td>
</tr>
<tr>
<td>1956</td>
<td>66 and 4 months</td>
</tr>
<tr>
<td>1957</td>
<td>66 and 6 months</td>
</tr>
<tr>
<td>1958</td>
<td>66 and 8 months</td>
</tr>
<tr>
<td>1959</td>
<td>66 and 10 months</td>
</tr>
<tr>
<td>1960 and later</td>
<td>67</td>
</tr>
</tbody>
</table>
MEDICARE BENEFITS

At age 65 you are eligible to receive Medicare benefits. You are required to enroll in both Medicare Part A and Part B; however, you are not required to enroll in Medicare Part B until you are retired from employment and are no longer working. To enroll in Medicare benefits visit www.medicare.gov for enrollment information or visit your local Social Security office.

- Medicare Part A – Hospital coverage, you are required to enroll at age 65
- Medicare Part B – Outpatient coverage, you are required to enroll at retirement unless covered by an actively working spouse
- Medicare Part D – Prescription Drug coverage

At retirement your Medicare benefit is combined with a Medicare Supplement Plan. Medicare premiums are periodically adjusted and will be deducted from your Social Security retirement payment.

You should contact your local Social Security office about three months before your 65th birthday to sign up for Medicare. You can sign up for Medicare Part A even if you do not plan to retire at age 65.

2018 Medicare Costs

Medicare Part A Monthly Premium

Most people don’t pay a Part A premium because they paid Medicare taxes while working. If you are not eligible to receive premium-free Part A coverage, you can pay up to $413 each month.

Hospital Stay

In 2018, you pay
- $1,340 deductible per benefit period
- $0 for the first 60 days of each benefit period
- $335 per day for days 61-90 of each benefit period
- $670 per “lifetime reserve day” after day 90 of each benefit period (up to a maximum of 60 days over your lifetime)

Skilled Nursing Facility Stay

In 2018, you pay
- $0 for the first 20 days of each benefit period
- $167.50 per day for days 21-100 of each benefit period
- All costs for each day after day 100 of the benefit period
**Medicare Part B Monthly Premium**

The standard premium for 2018 is $134 or higher depending on your income. You pay a Part B premium each month. Most people will pay the standard premium amount. However, if your modified adjusted gross income as reported on your IRS tax return from 2 years ago is above a certain amount, you may pay more. Social Security will tell you the exact amount you will pay for Part B coverage.

<table>
<thead>
<tr>
<th>If your yearly income in 2016 was</th>
<th>You pay each month (in 2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Individual Tax Return</td>
<td>File Joint Tax Return</td>
</tr>
<tr>
<td>$85,000 or less</td>
<td>$170,000 or less</td>
</tr>
<tr>
<td>above $85,000 up to $107,000</td>
<td>above $170,000 up to $214,000</td>
</tr>
<tr>
<td>above $107,000 up to $160,000</td>
<td>above $214,000 up to $320,000</td>
</tr>
<tr>
<td>above $160,000 up to $214,000</td>
<td>above $320,000 up to $428,000</td>
</tr>
<tr>
<td>above $214,000</td>
<td>above $428,000</td>
</tr>
</tbody>
</table>

If you have questions about your Part B premium, call Social Security at 1-800-772-1213. TTY users should call 800-325-0778. If you pay a late enrollment penalty, these amounts may be higher.

Visit www.medicare.gov/find-a-plan to get plan premiums. You can also call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048. You can also call the plan or your State Health Insurance Assistance Program.

**Medicare Part D Monthly Premium**

The chart below shows your estimated prescription drug plan monthly premium based on your income. If your income is above a certain limit, you will pay an income-related monthly adjustment amount in addition to your plan premium.

<table>
<thead>
<tr>
<th>If your yearly income in 2016 was</th>
<th>You pay each month (in 2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Individual Tax Return</td>
<td>File Joint Tax Return</td>
</tr>
<tr>
<td>$85,000 or less</td>
<td>$170,000 or less</td>
</tr>
<tr>
<td>above $85,000 up to $107,000</td>
<td>above $170,000 up to $214,000</td>
</tr>
<tr>
<td>above $107,000 up to $133,500</td>
<td>above $214,000 up to $267,000</td>
</tr>
<tr>
<td>above $133,500 up to $160,000</td>
<td>above $267,000 up to $320,000</td>
</tr>
<tr>
<td>above $160,000</td>
<td>above $320,000</td>
</tr>
</tbody>
</table>

**2018 Part D National Base Beneficiary Premium - $35.02** This figure is used to estimate the Part D late enrollment penalty and the income-related monthly adjustment amounts listed in the table above. The national base beneficiary premium amount can change each year. See your Medicare & You handbook or visit www.medicare.gov for more information.

For more information about Medicare costs, visit www.medicare.gov.
Phone numbers and websites are provided as helpful resources for additional information. This section provides you with the supplemental appointment policy if you are interested in returning to work. You will also find a FAQ with additional information.
SUPPLEMENTAL POLICY

Scope
This Mayo Clinic Staff policy applies to all Consulting Staff at Mayo Clinic (Admin Voting Staff follow AHS Employment Status policy). Salary, benefits, and staff member/operational policies are subject to change by Mayo Clinic at any time. The contents of this policy are not intended to constitute a contract of employment.

Purpose
Staff members may be needed to provide service for a specified period of time in the clinical or research areas or for special projects. Supplemental appointments must not jeopardize the receipt of Mayo Clinic retirement benefits as specified by the Employee Retirement Income Security Act (ERISA).

Policy
1. The appointment of a supplemental staff member must be approved initially and every one-to-two years by the site Personnel Committee and Executive Operations Team.

2. A department/division chair must define an institutional need with specific information about the way in which a supplemental staff member will temporarily fill the need. Current recruitment efforts for a permanent member of the staff or the temporary nature of the project should be included in the description.

3. A supplemental appointment supported in full or in part by research funding must be approved by the site Research Committee.

4. Supplemental appointees:
   a. Generally work as needed, with no specific FTE commitment.
   b. Work a minimum number of hours per year based on department expectations and staffing needs.
   c. Are not eligible for benefits (refer to the Mayo Clinic Appointment Matrix).
   d. Are re-appointed every one to two years if submitted for renewal by the department/division chair. Mayo Clinic or the supplemental staff member may terminate the supplemental status at any time.

5. The following conditions must be met by retired staff members. When retiring, a staff member must intend to separate employment from Mayo Clinic and no prior arrangements can be made regarding future Mayo employment.
   a. There must be no commitment to a supplemental position prior to or at the time of retirement.
   b. If the staff member being considered for supplemental has retired, no consideration of a supplemental appointment should occur before at least sixty (60) days have passed.

Procedure
1. A supplemental position must be approved by the appropriate site committee.

2. Research Committee approval, as required for consultants with research funding at each site, must be included in the application materials sent to the site Personnel Committee.

3. Typically, salary for clinical-only or clinical and research appointments is calculated on the appropriate salary step annual salary divided by 230 days; salary for research appointments, regardless of funding source, is calculated on the appropriate salary step annual salary divided by 260 days not to exceed the current NIH annual salary cap. As the NIH salary cap is adjusted by the NIH, pay will be adjusted accordingly.
4. The medical license necessary for the staff member’s Mayo practice, as well as DEA fees may be reimbursed with site approval.

5. Malpractice insurance is covered by Mayo Clinic.

6. Research investigator trip time will be supported by the NIH grant or other extramural support.

7. A site consulting staff services representative provides a description of the supplemental position [e.g. have them sign an employment agreement at some sites] for newly appointed individuals and the per diem pay rate.

8. The supplemental staff member’s department/division chair is expected to conduct a review of performance the same as other staff members.

9. Supplemental clinical staff members are re-credentialed and re-privileged not to exceed two years.
Eligibility
An Emeritus Staff Member status is considered to be a distinguished recognition and privilege for those individuals who have contributed through their careers to the welfare of Mayo Clinic. In order to be classified as emeritus staff (retired), a staff member must be a member of the Mayo Clinic Voting Staff who have met the definition of retirement in the Retirement policy.

What Continues for Emeritus Staff Member
1. Financial planning services and benefits assistance will be available from the Office of Staff Services; Rochester 507-266-0490; Florida 904-953-6254; Arizona 480-301-6030.
2. Tax preparation service will continue.
3. Approved Media Support Services for professional activities. Expenses are applied to your former department/division.
4. Access to Mayo buildings and parking will continue.
5. Information Services:
   a. On campus computer access continues allowing access to e-mail, the Mayo Intranet and your Mayo (H) drive.
   b. Off campus you can access your Mayo email through web-based email. First enroll from on-campus at http://access.mayo.edu/enroll. Then from off-campus, enter http://mcmail.mayo.edu in the address line of your web browser and follow the steps to log in.
      You can also access the Mayo Intranet, your Mayo (H) drive and Mayo e-mail if you have remote access on a personal device. If you do not have remote access contact the Mayo Help Desk to assist you.
      Help Desk: Rochester: (77) 4-5500, Florida: (78) 3-0369 Arizona: (79) 2-3900
   c. You need to update your password every 180 days otherwise your account will become disabled. If your password is disabled for six months your LAN ID is disabled.
   d. You are encouraged to maintain your Mayo e-mail for important news and updates from
the Emeritus Center e.g. Quarterly Newsletter, luncheons, Social activities.

6. Registration fees are waived for Emeriti attending Mayo CME courses. You are responsible for tracking your CME credits.

7. You may be invited to attend department/division staff meetings, meeting of clinical societies, seminars and conferences.

8. Travel Expense – Your former department/division administrative assistant will submit a Guest Traveler Request and meet the same criteria for approval of active staff members’ business/professional travel.
   a. Approval of the trip is required by the department/division chair.
   b. Ultramar Travel Agency may be used for Emeritus staff members to make travel arrangements using the traveler’s personal credit card.
   c. A taxable lump sum payment of $5,000 will be deposited in the current bank account on record for your last payroll deposit. If more than 30 days have passed since your retirement, a check will be mailed to the home address on record in Human Resources.
   d. Call Travel Services help line at 507-284-1100 for questions.

9. Mail will be delivered to your department/division and for Rochester Emeriti only mail will be forwarded to the Emeritus Office. Please notify senders of your change of address to receive time-sensitive or personal mail to your home address. If you receive journals contact the journal office to change the mailing to your home address.

10. Limited office space, computers, copier and fax machines are all available in the Rochester Emeritus Office Business Center. You are invited to visit the Emeritus Office/Suite prior to retirement.
   a. Rochester - Plummer North 10
   b. Florida - Stabile N-7
   c. Arizona - Main Clinic Building CP59B

Access that Ends
- Access to the Electronic Medical Record (EMR). Plan ahead to assure completion of all EMR documentation prior to the retirement date.
- Access to Lawson and Concur and Employee Self-Service is no longer available.
- Access To River Room (Rochester), Coastal Room (Florida), and Arroyo Room (Arizona) will end - You can be invited as a guest of an active staff member.
- Your Mayo Travel Corporate Card will expire upon retirement.
1. How do I choose my retirement date?

The potential choice of retirement date should be discussed with a Staff Financial Planner from the Office of Staff Services and with the Division/Department Chair. Your retirement date can be dependent upon several issues including years of service, staffing and personal preference.

2. Will taking a lump sum from my pension plan mean I lose other retiree benefit options?

No, the pension option you choose will have no impact on any other retiree benefits.

3. When I retire, can I come back to work at Mayo Clinic?

If you accept an open position at Mayo Clinic, you will want to consider the impact it may have on your benefit coverage when you go into final retirement. If you retire and come back to work in a benefits-eligible position after the 60 day wait period, you will participate in the active employee benefit plans. When you re-retire, you will be eligible for the retiree medical in effect at the time of your re-retirement.

4. Is my pension benefit affected if I reduce my FTE?

Yes, if you work less than full-time (1.0 FTE) it will take longer to accumulate pension benefit years of service. For every 2,000 hours worked, per calendar year, you earn one year of pension benefit service.

Pension is calculated according to full-time equivalent salary, so you never have a smaller pension as a result of FTE reduction. The effect is to reduce actual service time; e.g., 0.5 FTE is half a year of pension benefit service per calendar year.

5. Will my monthly pension payment increase after I retire?

Maybe. Your pension benefit that was accrued as of 12/31/2003 may be increased by an annual cost of living adjustment. This adjustment is based on the Consumer Price Index for Urban Wage Earners and Clerical Workers, but not to exceed 1 ½ percent. Your pension benefit earned after 12/31/2003 will not be eligible for the annual inflation increment.

6. When do I receive my first monthly pension payment?

Your pension is paid out based on your commencement date. For example, if you retire June 15 and make your pension election, your commencement date is July 1st. Your 1st monthly pension payment or lump sum distribution will be paid at the end of July.

7. Does it make a difference if I work several days past an anniversary date?

The Pension Plan benefit continues to grow until achieving 30 years of benefit service.

8. Will my survivor(s) receive my pension benefit if I die before retirement?

The pension value will be calculated as of the date of death and a monthly Joint & Survivor Annuity with a 50% continuation benefit or lump sum equivalent value will be available to your beneficiary of record.
9. Do I continue to receive parking privileges after retirement?
Yes, parking privileges are unaffected at retirement.

10. Do I receive reimbursement for a trip after I retire?
Emeritus staff members are eligible to a taxable lump sum payment of $5,000 within three years immediately following retirement. The trip must be approved by your former department/division chair (by submitting a Guest Traveler Request) and meet the same criteria for approval of active staff members’ business/professional travel.

11. Do I get reimbursed for unused vacation?
Yes. You will be compensated for prorated vacation allotted but not taken prior to your retirement date.

12. How do I find out information about potential supplemental appointments?
Any supplemental appointments should be discussed with the Division or Department Chair in an attempt to discover what opportunities may be available. No consideration of a supplemental appointment should occur until 60 days after retirement.

13. What age can I begin to collect my Social Security Retirement benefit?
Age 62 is the earliest possible retirement age for your Social Security benefit. Your benefit will increase if you collect payment at your full retirement age or later up to age 70.

14. When should I start taking my 403(b)?
Once retired, no additional dollars may be deferred. You may re-enroll if you return in a Supplemental appointment. You must begin to receive payments from the Plan by your required beginning date (generally by April 1st of the year following the year in which you reach age 70 ½).
There are two important things you need to know about the Mayo Medical Plan and Medicare’s prescription drug coverage:

1. Medicare prescription drug coverage became available in 2006 to everyone with Medicare. You can get this coverage if you join a Medicare Prescription Drug Plan or join a Medicare Advantage Plan (like an HMO or PPO) that offers prescription drug coverage. All Medicare drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.

2. Mayo Clinic has determined that the prescription drug coverage offered by the Mayo Medical Plan is, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and is therefore considered Creditable Coverage. Because your existing coverage is Creditable Coverage, you can keep this coverage and not pay a higher premium (a penalty) if you later decide to join a Medicare drug plan.

When can you join a Medicare drug plan?

You can join a Medicare drug plan when you first become eligible for Medicare and each year from October 15th through December 7th.

However, if you lose your current creditable prescription drug coverage, through no fault of your own, you will also be eligible for a two (2) month Special Enrollment Period (SEP) to join a Medicare drug plan.

What happens to your current coverage if you decide to join a Medicare drug plan?

If you decide to join a Medicare drug plan, your current Mayo Clinic coverage will be affected. When deciding whether to enroll in a Medicare Part D plan, you need to consider the impact on your Mayo Clinic health benefits. You have both medical and prescription drug coverage, for one premium, under your Mayo Medical Plan supplement to Medicare. Mayo Clinic has determined that the prescription drug coverage offered by the Mayo Medical Plan is, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and is therefore considered Creditable Coverage. Because your existing coverage is Creditable Coverage, you can keep this coverage and not pay a higher premium (a penalty) if you later decide to join a Medicare drug plan.

If you do decide to join a Medicare drug plan and drop your current Mayo Clinic coverage, be aware that you and your dependents will not be able to get this coverage back.

When will you pay a higher premium (penalty) to join a Medicare drug plan?

You should also know that if you drop or lose your current coverage with Mayo Clinic and don’t join a Medicare drug plan Mayo Part D Creditable Coverage Notice within 63 continuous days after your current coverage ends, you may pay a higher premium (a penalty) to join a Medicare drug plan later.

If you go 63 continuous days or longer without creditable prescription drug coverage, your monthly premium may go up by at least 1% of the Medicare base beneficiary premium per month for every month that you did not have that coverage. For example, if you go nineteen months without creditable coverage, your premium may consistently be at least 19% higher than the Medicare base beneficiary premium. You may have to pay this higher premium (a penalty) as long as you have Medicare prescription drug coverage. In addition, you may have to wait until the following October to join.

For more information about this notice or your current prescription drug coverage...

Contact HR Connect at 1-888-266-0440 (toll-free). Be sure to have your employee ID number and 6-digit PIN ready when you call.

Note: You’ll get this notice each year. You will also get it before the next period you can join a Medicare drug plan, and if this coverage through Mayo Clinic changes. You also may request a copy of this notice at any time.

For more information about your options under medicare prescription drug coverage...

More detailed information about Medicare plans that offer prescription drug coverage is in the Medicare & You handbook. You’ll get a copy of the handbook in the mail every year from Medicare. You may also be contacted directly by Medicare drug plans.

For more information about Medicare prescription drug coverage:

Visit www.medicare.gov

Call your State Health Insurance Assistance Program (see the inside back cover of your copy of the Medicare & You handbook for their telephone number) for personalized help

Call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.

If you have limited income and resources, extra help paying for Medicare prescription drug coverage is available. For information about this extra help, visit Social Security on the web at www.socialsecurity.gov, or call them at 1-800-772-1213 (TTY 1-800-325-0778).

Remember: Keep this Creditable Coverage notice.

If you decide to join one of the Medicare drug plans, you may be required to provide a copy of this notice when you join to show whether or not you have maintained creditable coverage and, therefore, whether or not you are required to pay a higher premium (a penalty).
Discrimination is Against the Law

The Mayo Medical Plan, Mayo Flexible Spending Account Plan, Mayo Dental Plan, Mayo Retiree HRA Plan and Mayo Clinic Employee Assistance Plan (collectively, the Plans) comply with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. The Plans do not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

The Plans provide:

- Free aids and services to people with disabilities to communicate effectively with us, such as: qualified sign language interpreters
- Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Free language services to people whose primary language is not English, such as: qualified interpreters or information written in other languages.

If you need these services, contact Mayo Clinic, Chair-Total Rewards. If you believe that the Plans have failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with: Mayo Clinic, Chair-Total Rewards 200 First Street SW Rochester, MN 55905, 507-266-0440 or fax-507-538-1856.

You can file a grievance in person, by mail, or fax. If you need help filing a grievance, Mayo Clinic, Chair-Total Rewards is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at https://ocrportal.hhs.gov/ocr/portal/lobby.jsf, or by mail or phone at: U.S. Department of Health and Human Services 200 Independence Avenue, SW Room 509F, HHH Building Washington, D.C. 20201 1-800-368-1019, 800-537-7697 (TDD) Complaint forms are available at http://www.hhs.gov/ocr/office/file/index.html


注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-507-266-0440 (TTY: 507-266-0440 TTY: 1-800-407-2442)。


## IMPORTANT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avesis</td>
<td>(800) 828-9341</td>
<td><a href="http://www.avesis.com">www.avesis.com</a></td>
</tr>
<tr>
<td>Dan Abraham Healthy Living Center (DAHLC)</td>
<td>507-266-4688</td>
<td>dahlc.mayoclinic.org</td>
</tr>
<tr>
<td>Delta Dental of Minnesota</td>
<td>1-800-448-3815</td>
<td><a href="http://www.deltadentalmn.org">www.deltadentalmn.org</a></td>
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<tr>
<td>Discovery Benefits, Inc.</td>
<td>1-866-451-3399</td>
<td><a href="http://www.discoverybenefits.com">www.discoverybenefits.com</a></td>
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<tr>
<td>Emeritus Website</td>
<td><a href="http://emeritus.mayo.edu">http://emeritus.mayo.edu</a></td>
<td></td>
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<tr>
<td>Fidelity</td>
<td>1-800-343-0860</td>
<td><a href="http://www.NetBenefits.com/Mayo">www.NetBenefits.com/Mayo</a></td>
</tr>
<tr>
<td>Financial Engines</td>
<td>1-800-601-5957</td>
<td></td>
</tr>
<tr>
<td>Help Desk</td>
<td>Rochester: (77) 4-5500 Florida: (78) 3-0369 Arizona: (79) 2-3900</td>
<td><a href="http://helpdesk.mayo.edu/Home.aspx">http://helpdesk.mayo.edu/Home.aspx</a></td>
</tr>
<tr>
<td>HR Connect</td>
<td>507-266-0440 or 1-888-266-0440 (toll-free)</td>
<td>Visit employee portal at mayoemployees.org, click on HR Connect link</td>
</tr>
<tr>
<td>Mayo Clinic Health Solutions</td>
<td>507-266-5580 or 1-800-635-6671 (toll-free)</td>
<td>MayoClinicHealthSolutions.com</td>
</tr>
<tr>
<td>Mayo Clinic Health Solutions Executive Services</td>
<td>507-284-4944 or 1-877-721-8222</td>
<td><a href="mailto:MMSIExecutiveServices@mayo.edu">MMSIExecutiveServices@mayo.edu</a></td>
</tr>
<tr>
<td>Medicare</td>
<td><a href="http://www.medicare.gov">www.medicare.gov</a></td>
<td></td>
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<tr>
<td>Northern Trust</td>
<td>1-888-259-6835</td>
<td>northerntrust.com/bppweb</td>
</tr>
<tr>
<td>Patient Account Services</td>
<td>1-800-660-4582</td>
<td></td>
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<tr>
<td>Prudential</td>
<td>1-844-656-MAYO (6296)</td>
<td>mybenefits.prudential.com</td>
</tr>
<tr>
<td>Social Security</td>
<td>1-800-772-1213</td>
<td><a href="http://www.ssa.gov">www.ssa.gov</a></td>
</tr>
<tr>
<td>Think Insurance</td>
<td>507-285-3111 or 1-800-443-6316 (toll-free)</td>
<td><a href="http://www.thinkbank.com">www.thinkbank.com</a></td>
</tr>
<tr>
<td>Via Benefits Medicare-eligible</td>
<td>1-855-873-0105</td>
<td>my.viabenefits.com/mayo</td>
</tr>
<tr>
<td>Your Pension Estimator</td>
<td>Visit HR Connect page via Mayo network on-site or VPN, click on Your Pension Estimator link</td>
<td></td>
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</table>
If there are any inconsistencies between this document and the plan document, the plan document is the document that will be relied upon for plan administration and is the document that governs the benefits available.