01/28/2025

Matt Hill
182 Limberpine Circle
Parachute, CO 81635

Re: Termination of Employment

Dear Mr. Hill:

Enclosed is important information requiring your attention as you transition from employment with Garfield County.

Last Paycheck and Future Contact Information Form. Complete this form to provide the County with your most current contact information. The W-2 form for ***2024*** will be mailed to the address currently on file unless a signed address change is received. Address changes must be in writing with your signature.

Each time there is an address change in the future, it will be your responsibility to notify the Sheriff's Office Human Resources Department in writing at 107 8th Street, Glenwood Springs, CO 81601.

IMPORTANT: *You* ***may*** receive two separate checks, one for regular wages and one for supplemental wages (i.e. remaining PDO payout, etc.).

Life & Disability Insurance. You may convert your $50,000.00 CEBT group life insurance policy to an individual policy. The Conversion-Portability explanation and application is enclosed. In addition, you may also convert your Additional Voluntary Life and AD&D insurance policy (if applicable). If you choose conversion, complete the form and mail it within 31 days directly to the Standard Insurance Company at the address shown on the form.

Retirement Benefits. A distribution form is enclosed for your retirement benefits. Review the Participant Distribution Guide for assistance in determining distribution of any monies you have invested in the 401(a) plan and, if applicable, a 457(b) plan. Your retirement account is managed through CCOERA by Great West Retirement Services. Direct any questions to them at 1-800-352-0313.

Health Insurance. Your health insurance benefits will end on January 31st 2025. You can continue these benefits if you choose at your own expense. Documentation will be mailed to you through a third party.

Summary. To assist you in managing the enclosed forms, listed below is a summary of the action required.

1. **The following form must be returned to Human Resources within 60 days of receipt of letter:**

   - Last Paycheck and Future Contact Information Form

2. **The following may occur:**

   - If you meet the criteria you may be receiving two checks

3. **The following form should be returned to Human Resources:**

   - Exit Questionnaire

4. **The following form may be completed and submitted to Standard Insurance Company:**

   - Request for Conversion-Portability Application

5. **The following form may be completed and submitted to CCOERA - Great West Retirement Services:**

   - Distribution/Direct Rollover Request, 401 (a) &/or 457 (b)

If you have any questions regarding the above information, feel free to call me at (970) 945-0453, ext. 1048.

Sincerely,

Stacie West, PHRi
Human Resources Director

Enclosures
cc: Personnel File

GARFIELD COUNTY SHERIFF'S OFFICE
PERSONNEL ACTION REPORT (PAR)

Employee Name: Matt Hill **Department:** Sheriff's Office
Effective Date: 1/28/2025

Check all boxes that apply and complete any additional information required:

☐	New Employee	☐	Relocation Eligible $	☐	Involuntary Termination
☒	Regular Full Time	☐	Promotion	☒	Voluntary Termination (explain in comments)
☐	Regular Part Time	☐	Salary Increase	☐	Annual Performance Appraisal Increase
☐	Temporary Full Time (No Benefits)	☐	Transfer	☐	Other (explain in comments)
☐	Temporary Part Time (No Benefits)				

Comments:

Voluntary temination

Current Status	**New Status**
Job Title: Deputy I	Job Title:
Pay Level: SO Sworn Grade 5	Pay Level:
Hours Worked per Period: 171/28	Hours Worked per Period:
Pay Rate: $32.49 per hour	Pay Rate:
Overtime: ☐ Exempt ☒ Non-Exempt	Overtime: ☐ Exempt ☒ Non-Exempt
☐ $1 Bilingual Pay ☐ $150 FTO ☐ $40 Gun Carry	☐ $1 Bilingual Pay ☐ $150 FTO ☐ $40 Gun Carry
Fund 100 Dept. 05 SubDept. 016 % 100	Fund 100 Dept. 05 SubDept. 001 % 100

Sheriff or Undersheriff _____ Date 01/28/25

Director _____ Date 1/28/2025

PR
1/29