



# Voluntary Separation Program (VSP)

## Frequently Asked Questions and Answers

**Contents** — Note that questions may have been renumbered to accommodate new (**NEW**), moved (**MOVED**), and/or updated (**UPDATE**) items.

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### PROGRAM INFORMATION, TIMING, & ELIGIBILITY

**Q1. What is the Voluntary Separation Program (VSP)?**

A. Pacific Gas & Electric Company (PG&E) is offering coworker groups in identified job classifications, departments, or job levels the opportunity to voluntarily resign in exchange for a separation package. The formal name of the VSP is the 2022 Pacific Gas and Electric Company Voluntary Separation Plan.

**Q2. What is the Separation Package for this VSP?**

A. All eligible participants are offered the same Separation Package, regardless of years of service:

Separation Package	Time Frame
Lump sum payment equal to 52 weeks of your base salary	Ten business days after the 7-day revocation period ends
\$10,000 transitional payment	Ten business days after the 7-day revocation period ends
\$50,000 retiree medical subsidy to your Retiree Health Account (RHA)	Account is credited with the subsidy 60 days after the 7-day revocation period ends, or after your termination of employment, whichever is later
Prorated STIP, consistent with the terms of the Company’s overall STIP program. Participants understand that STIP is a discretionary at-risk compensation program	At the time of payment for all participants, usually March 2023, if granted



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### Q3. What is an example of the timing and sequence of events for the VSP?

A. Example timing is shown below:

1. May 10, 2022 – Invitation sent to coworkers who are being offered the opportunity to volunteer for the VSP. The invitation will include a link to a form that must be completed if a coworker wants to accept the invitation to volunteer for the VSP.
2. May 24, 2022 – 5PM deadline to complete the form if coworker wants to accept the VSP invitation to volunteer.
3. Week of May 30, 2022 – Notification of acceptance/denial status if you volunteered.
4. Week of June 13, 2022 – Official Separation Agreement sent to home address on file and dated June 30, 2022.
5. June 30, 2022 – Last day of work and the earliest date that the Separation Agreement can be signed and returned.
6. 45-Day Consideration Period – Begins on June 30, 2022, during which you will have 45 days to consider signing the Separation Agreement in exchange for separation benefits.
7. August 15, 2022 – the last day the Separation Agreement can be signed and returned.
8. 7-Day Revocation Period – As soon as you return the completed agreement, a mandatory 7-day revocation period begins. During the 7-days, you can revoke your signed Separation Agreement if you change your mind. On the 8th day, the agreement is binding. The Agreement will not be effective until the revocation period expires.

### Q4. I want to volunteer, what do I do now?

A. Follow the link in the invitation email and complete the “Invitation Form”. You must respond via that form no later than 5PM on May 24, 2022. **Please check the box “Send me an email receipt of my responses”**. The form is configured so you can only respond once so if you make a mistake, please call the HR Help Line at 415-973-HELP (4357) option 6, M-F 8:00 a.m.- 4:00 p.m. except holidays.

### Q5. How are participants selected to volunteer and what are the eligibility requirements?

A. To be eligible, coworkers must have 10 or more years of pension credited service as recorded in PG&E’s SAP HR system for purposes of determining benefits under the PG&E Retirement Plan and be at least 55 years of age on or before June 30, 2022. In addition, only those in PG&E identified job classifications, departments or job levels will be eligible to participate. PG&E has also set the number of volunteers it can approve (the “cap”).

### Q6. If I volunteer, am I guaranteed to be accepted into the VSP?

A. Acceptance is not automatic. Your participation will depend on the “cap” for your specific target job classification group. If there are more volunteers than spaces available in your job classification, PG&E will select coworkers in order of most years of pension credited service within the target group until the cap is reached.

### Q7. Is the Voluntary Separation Program (VSP) voluntary?

A. Yes, the program is 100% voluntary. No coworker will be required to accept the VSP offer.

### Q8. I will be on a leave of absence during the period noted above. Can I still take part in the VSP?

A. Yes, you can still take part in the VSP.

### Q9. I have already notified PG&E of my intention to retire. Can I still take part in the VSP?

A. Yes, eligible coworkers who are offered the opportunity may volunteer to take part in the VSP, regardless of whether they have communicated their intent to retire. From a timing perspective, the requirements for VSP eligible coworkers will be that they be active on the date of the announcement of eligible positions, the coworker is selected to take part after volunteering, and they still are on payroll in the eligible job classification until at least June 30, 2022.



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**Q10. Is there a paid redeployment period if I take part in the VSP?**

A. No, this program does not offer a redeployment period.

**Q11. Will there be any outplacement assistance associated with the VSP?**

A. No, this program does not offer outplacement assistance.

**Q12. How will I receive my Separation Agreement to review and sign?**

A. The Separation Agreement will be sent to your mailing address on file. The Agreement must be signed between your last day of employment and 45 days after that date. For example, if your separation date is June 30, 2022, your Separation Agreement must be signed and returned between June 30, 2022, and August 15, 2022.

**Q13. What is my “pension credited service” date?**

A. For most coworkers, your pension credited service date is your original hire date. If you left PG&E and were rehired, or worked as a temporary employee, that date will be different. You can find your Pension Credited Service date under PG&E@WorkforMe, My Personal Information, Important Dates.

**Q14. I started as a contractor with PG&E, but don’t quite have 10 years of pension credited service, am I eligible for VSP?**

A. No. You must have at least 10 years of pension credited service under the PG&E Retirement Plan to be eligible to take part in the VSP.

**Q15. I believe that my pension credited service date is incorrect. Who should I contact?**

A. Please contact the PG&E Pension Service Center at (800) 700-0057 and request that the representative create a case for the PG&E Benefits Team to review your Pension Credited Service Date. Representatives are available Monday – Friday except holidays, 7:30 a.m. – 5:00 p.m.

**Q16. I have already requested a Pension Election Kit for a June 1, 2022, pension commencement. Do I need to request a new Kit if I plan to take part in the VSP?**

A. Yes, your existing Pension Election Kit will automatically expire if you do not end your PG&E employment on or before May 31, 2022. You will need to request a new Pension Election Kit with a pension commencement date of July 1, 2022 (or later if you wish to defer your pension benefit).

**Q17. I was planning to retire later in 2022 and have requested my Pension Election Kit for that date. If I would like to take part in the VSP and start my pension July 1, 2022, do I need to request a new Pension Election Kit?**

A. No, not necessarily. It depends on when you would like your pension to begin. Your existing kit would continue to remain valid, as long as you return it before it expires. However, your pension will not begin until the date in the kit. If you would like to start your pension earlier, you must request a new Pension Election Kit at least 30 days prior to your desired pension commencement date.

**Q18. If I offer to voluntarily resign my employment under this program, can I choose to leave the Company SOONER than June 30, 2022?**

A. No, PG&E has identified specific employment end dates that will be on or around June 30, 2022.

**Q19. If I offer to voluntarily resign my employment under this program, can I choose to leave the Company LATER than June 30, 2022?**

A. No. The company has identified specific employment end dates that will be on or around June 30, 2022. In very few cases, the company may ask coworkers to stay on longer to complete critical work.



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**Q20. If I choose to skip this VSP offering, will there be another round offered this year?**

A. No, PG&E is not currently considering another VSP.

### 52-WEEK BASE SALARY LUMP SUM PAYMENT

**Q21. What is included in my base salary for the purpose of calculating the 52-week lump sum?**

A. Your base salary is your regular pay rate as of May 03, 2022. This DOES NOT include overtime, premiums, differentials, and other bonus payment(s).

**Q22. I am on a temporary upgrade. Is that included in calculating the 52-week lump sum?**

A. Your 52-week lump sum will be based on your base position's pay rate, and not the upgraded pay rate.

**Q23. I am a part-time coworker; how will my separation payment be calculated?**

A. Your 52-week lump sum will be based on your annual part-time salary as of May 03, 2022. The separation payment for eligible part-time hourly paid coworkers will be their hourly rate as of May 03, 2022, multiplied by their scheduled hours per week.

**Q24. I am a part-time coworker, and I don't have scheduled hours (positive pay), how will my 52-week base salary lump sum payment be calculated?**

A. Your 52-week lump sum will be based on your hourly rate multiplied by 2,080 hours per year multiplied by your percent employment in SAP as of May 03, 2022.

**Q25. How will my 52-week base pay lump sum payment be taxed?**

A. The IRS requires that these lump sums are taxed at the supplemental rate.

Tax liability for 2022:

- Federal\* and state withholding rate 22% (fed) and 6.6% (CA state)
- FICA will be withheld on the following maximums:
  - OASDI-Social Security Tax: 6.2% with a \$147,000 wage ceiling (max annual deduction of \$9,114)
  - Medicare Tax: 1.45% (no wage ceiling: extra 0.9% above 200k in earnings)
- State or voluntary disability: 1.10% with a \$145,600 wage ceiling (max annual deduction of \$1,601.60)

\*The federal supplemental rate increases to 37% for supplemental wages over \$1 million in a calendar year.

**Q26. Can this payment be set up for automatic deduction of 401(k) or SRSP contributions?**

A. No, this payment is not eligible for 401(k) or SRSP contributions or the employer match.

**Q27. Will this payment count towards my pension?**

A. No. This payment is not considered covered compensation under the PG&E Retirement Plan. It will not impact benefits under any of the company sponsored benefits plans.

**Q28. Can I defer this payment to another year?**

A. No, this payment cannot be deferred to another year.

**Q29. Can I request this payment in a separate live check rather than direct deposit?**

A. All payments will be made in the form of a live check, mailed to your address on file.



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### **\$10,000 TRANSITIONAL LUMP SUM PAYMENT**

**Q30. What is this benefit for?**

A. This is an added lump sum payment in consideration for your participation in the VSP to help you with transitional items such as COBRA. You may spend this amount in any way you wish.

**Q31. How will the \$10,000 transitional lump sum payment be taxed?**

A. It will be taxed as listed in question #Q25 above.

**Q32. Can this payment be set up for automatic deduction of 401(k) contributions?**

A. No, this payment is not eligible for 401(k) contributions or the employer match.

**Q33. Will this payment count towards my pension?**

A. No. This payment is not considered covered compensation under the PG&E Retirement Plan. It will not impact benefits under any of the company sponsored benefits plans.

**Q34. Can I defer this payment to another year?**

A. This payment cannot be deferred to another year.

**Q35. Can I request this payment in a separate live check rather than direct deposit?**

A. All payments will be made in the form of a live check, mailed to your address on file.

### **\$50,000 RETIREE MEDICAL SUBSIDY**

**Q36. What is the retiree medical subsidy?**

A. As a PG&E retiree, you may be [eligible for a Retiree Health Account](http://www.mypgebenefits.com/pdfs/Retiree-Health-Account-Cheat-Sheet-10-2020_FINAL.pdf) (RHA) (see [http://www.mypgebenefits.com/pdfs/Retiree-Health-Account-Cheat-Sheet-10-2020\\_FINAL.pdf](http://www.mypgebenefits.com/pdfs/Retiree-Health-Account-Cheat-Sheet-10-2020_FINAL.pdf)), which can be used to pay for eligible out-of-pocket health care expenses – including PG&E retiree medical premiums, prescriptions and more. If eligible, the RHA is generally funded with leftover Health Account credits when you retire and 25% of any unused Capped Sick time. As part of the VSP, the retiree medical subsidy supplies an added \$50,000 in your RHA. For RHA details, see the Retiree Medical and Postretirement Life Insurance Guide available at <http://www.mypgebenefits.com/retiree-medical-medicare.shtml>

**Q37. If I do not enroll in a PG&E Retiree Medical plan, can I still use the Retiree Health Account (RHA) to pay medical premiums?**

A. Yes. You can use the RHA to pay for any eligible healthcare premiums. They are reimbursable through the RHA by submitting a claim form and the required documentation.

**Q38. If I take a job with another employer, am I still able to use the RHA?**

A. The account will remain accessible to you and may be used for costs as described under the Paying for Coverage - Retiree Health Account section in the Retiree Medical and Postretirement Life Insurance Guide available on MyPGEBenefits.com at <http://www.mypgebenefits.com/retiree-medical-medicare.shtml>.

**Q39. How long will I have access to the funds in this account?**

A. You will have access to the funds until your Retiree Health Account balance is exhausted. As a retiree, there is no deadline or plan enrollment requirement for filing Retiree Health Account claims.

In the event of your death, your surviving spouse (or if you are unmarried at your death, your registered domestic partner and/or eligible dependents) will inherit any remaining Retiree Health Account credits as long as they are eligible for and elect continued coverage through PG&E's retiree medical plan as a



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survivor. The inherited Retiree Health Account will not be eligible for any additional deposits of credits after being inherited. If your surviving spouse/registered domestic partner and/or eligible dependents do not elect coverage in an available PG&E sponsored plan, their eligibility for the Retiree Health Account will stop at the end of the month in which your death occurs – and the remaining credits will be forfeited.

**Q40. If I do not enroll in a PG&E Retiree Medical plan, can I still use the Retiree Health Account to pay for my medical premiums?**

A. Yes, you can use the RHA to pay for any eligible healthcare premiums by submitting a claim form and the required documentation.

**Q41. Can I cash out the \$50,000 retiree medical subsidy account?**

A. No, these funds will only be accessible through your RHA and cannot be cashed out from the account.

**Q42. Will the \$50,000 retiree medical subsidy be taxed?**

A. No, this benefit is not considered taxable income.

**Q43. How does this account work with the Retiree Medical Savings Account (RMSA) program since I am eligible for retiree medical benefits?**

A. The Retiree Health Account (RHA) is a separate account, in addition to your eligible RMSA account. The RHA is a tax-free health reimbursement account that can be used to pay health care premiums (including your share of any PG&E-sponsored retiree medical premiums), Medicare Part B premiums, and eligible medical, dental, prescription, vision, and mental health expenses. You can also use your RHA to help pay for your dependents' eligible expenses – even if they're not enrolled in a PG&E sponsored plan.

**Q44. I am not enrolled in PG&E Benefits; will I be eligible for a Retiree Health Account?**

A. Yes. You do not need to be actively enrolled in a PG&E benefit plan to receive the RHA credit.

### ACCRUED VACATION & OTHER TIME OFF BALANCES

**Q45. If I do this, can I “vacation out” (use accrued vacation pay)?**

A. Effective July 1, 2021, the practice of “vacationing out” prior to resignation changed and that is no longer allowed.

**Q46. Will I receive a payout for my accrued vacation?**

A. Yes, you will receive a payout for all accrued unused vacation with your final paycheck.

**Q47. Will I receive a payout for my unused Floating Holiday(s)?**

A. Yes, you will receive pay for your current unused floating holidays with your final paycheck.

**Q48. I already had vacation scheduled for May/June 2022, do I have to cancel?**

A. Not necessarily, but with every coworker who takes this offer, PG&E will lose valuable knowledge and a partner who is assisting with projects, workload, etc. If you can't cancel your plans (already have tickets, etc.), please discuss this with your leader, but if you can, the time left would be valuable and crucial to help with the transition.

**Q49. Will I be paid out for any of my Incidental and Capped Sick Leave Bank?**

A. No, sick leave is not paid out upon separation from the Company under any circumstance. However, as part of the standard practice under PG&E's current benefit plan, if you retire and are eligible for benefits under the PG&E Retiree Medical Plan and have an unused capped sick-time balance, 25% of that balance will be converted into a Retiree Health Account when you retire, valued at your basic wage rate on the day of retirement. This is the same account into which the \$50,000 Retiree Medical Subsidy



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will be deposited. The treatment for your unused capped sick time is not impacted by the VSP and will be converted in the same manner as if you retired outside of the VSP.

### PRORATED STIP & INFORMATION ABOUT LTIP

**Q50. Will I be eligible to receive a Short-Term Incentive Plan (STIP) payout for 2022 if I volunteer for the VSP?**

A. If you are eligible for STIP, and a STIP payment is made by the Company for the 2022 plan year (that you are eligible to receive under the terms of the STIP), you will receive a prorated payout in March of 2023 that is based on your date of resignation.

**Q51. I have unvested Long-Term Incentive Plan (LTIP) 2020 Performance Share Units (PSUs). How does the VSP affect my vesting if my voluntary request is accepted?**

A. Departure as a result of the VSP will be considered a “retirement” per the applicable equity grant agreement, as long the participant is at least 55 years of age and has 8 years of consecutive service for the 2020 and 2021 LTIP grants or 5 years of consecutive service for 2022 LTIP grants. All unvested PSUs will vest proportionally based on the number of full months during the Performance Period that you were employed divided by the number of months in the Performance Period (January 1, 2020 – December 31, 2022; 36 months). All other outstanding Performance Shares will be forfeited at that time. The number of shares that a retiree will ultimately receive is based on 1.) the number of vested shares, 2.) the 2020 PSU score certified by the People and Compensation Committee (~Feb 2023) and 3.) Tax Withholdings. In the event of a voluntary termination (other than Retirement), all unvested PSUs are forfeited upon the date of termination. See equity agreements within your Charles Schwab Account for additional information.

*Illustrative Example of Vesting and Payment upon Retirement:* Coworker holds 3,600 PSUs and has a final date of employment is June 30, 2022 (30 months of the overall performance period of 36 months). The 2020 PSU Score certified by the People and Compensation Committee is 1.1 in February 2023.

Therefore:

Granted Shares (A)	3,600
Proration (B)	30/36 = .833
Vested Shares (A)*(B) = (C)	3,000
*Certified Score (D)	1.1
Pre-Tax Shares Deposited on March 1, 2020 (C)*(D)	<b>3,300</b>

**Q52. I have unvested Long-Term Incentive Plan (LTIP) 2021 and 2022 Restricted Stock Units (RSUs). How does the VSP affect my vesting if my voluntary request is accepted?**

A. Departure as a result of the VSP will be considered a “retirement” per the applicable equity grant agreement, as long the participant is at least 55 years of age and has 8 years of consecutive service for the 2020 and 2021 LTIP grants or 5 years of consecutive service for 2022 LTIP grants. Any unvested RSUs that are due to vest within the 12 months after retirement continue to vest. All other RSUs are forfeited at the time of departure. In the event of a voluntary termination (other than Retirement), all unvested RSUs are forfeited upon the date of termination. See equity agreements within your Charles Schwab Account for additional information.

*Illustrative Example of Vesting and Payment upon Retirement:* Coworker was granted 3,000 RSUs in 2021 and 3,000 RSUs in 2020 and has a final date of employment is June 30, 2022. RSUs vest annually on March 1.

Therefore:



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		2021	2022	2023	2024	2025	Total
2021	Granted Shares	3,000					
	Vesting Schedule		1,000	1,000	1,000		
2022	Granted Shares		3,000				
	Vesting Schedule			1,000	1,000	1,000	
Pre-Tax Shares Deposited on March 1			1,000	2,000			3,000
Forfeited Shares					2,000	1,000	3,000

### RETIREMENT, PENSION & RETIREE MEDICAL INFORMATION

#### Q53. How do I find out the value of my pension?

A. Most coworkers can obtain an estimate of their pension by logging into their PG&E PensionConnect account: At work, go to PG&E@WorkforMe and click About Me > My Retirement > PG&E PensionConnect. You'll be automatically logged in to your account. Or from any computer or mobile device, log in to your account at myPensionConnect.com. If you are unable to access your account or cannot run a pension estimate from the Pension Connect site, you can also reach the Pension Service Center by calling 1-800-700-0057. Representatives are available Monday – Friday except holidays, 7:30 a.m.– 5 p.m.

If you plan to accept the VSP offer and would like to start your pension July 1, 2022, we encourage you to request a Pension Election Kit with your last day worked being June 30, 2022, right away. This will allow sufficient time for you to receive and submit the completed kit if you ultimately take part in the VSP. If you change your mind or are not selected to take part in the VSP the kit will automatically expire if you continue to work after June 30, 2022.

#### Q54. I am unable to run a pension estimate at myPensionConnect.com, how can I obtain a pension estimate?

A. While most coworkers can run their own pension estimates on Pension Connect (myPensionConnect.com), there are cases where coworkers career histories are more complex or require special calculations and as such their pension estimate requires additional review to ensure that supplied estimates are accurate. These conditions include existing pensioners who have returned to work, coworkers who had a break in service or previous Union/non-Union transfers. If you cannot run an estimate using the self-service tools at the Pension Connect website, contact the PG&E Pension Service Center by calling 1-800-700-0057 and a representative can help you. Representatives are available Monday–Friday except holidays, 7:30 a.m.–5 p.m.

#### Q55. I have been told it could take two to three weeks to get my Pension Estimate. Is there anything I can do to get the estimate sooner?

A. The Pension Service Center is completing estimates as quickly as possible. To speed up receipt, you can opt into electronic delivery for your pension estimate to eliminate delays associated with physically mailing the information. To do so, log into mypensionconnect.com, choose My Information from the drop down next to your name in the upper right-hand corner. Under Communication Preference, choose "Electronic Delivery." You can also have your pension benefit materials sent to a personal email address by selecting the Manage Your Email Address and providing your personal email address and making it your preferred email address.



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### **Q56. Do I need to request a Pension Election Kit, or will the company automatically process a retirement request for me, and can they accelerate the processing time?**

A. You will need to begin the pension commencement process yourself if you would like to begin receiving your pension. You will need to notify the PG&E Pension Service Center and request a Pension Election Kit at least 30 days prior to your desired pension start date. If you wish to begin your pension benefit right away, the date you should enter as your last day worked will be June 30.

Log in to your PG&E PensionConnect account: At work, go to PG&E@WorkforMe and click About Me > My Retirement > PG&E PensionConnect. You'll be automatically logged in to your account. From any computer or mobile device, log in to your account at [myPensionConnect.com](http://myPensionConnect.com). OR Call 1-800-700-0057. Representatives are available Monday–Friday except holidays, 7:30 a.m.–5 p.m. More information about the retirement process can be found in the [Your Pension Guide](#).

### **Q57. When can I expect my first pension payment?**

A. If you plan to start your pension July 1, 2022 (the first available date after the June 30, 2022, termination):

- You must request a Pension Election Kit by May 31, 2022.
- The correctly completed, notarized Kit must be received by the Pension Service Center by July 1, 2022.
- Your first pension payment would then be August 1, 2022 and will include payments for both July and August 2022.

### **Q58. Do I have to start my pension payment right away?**

A. No, you do not have to start on July 1, 2022. If you prefer to postpone the payment of your pension to a later date. In this case, you will need to contact the PG&E Pension Service Center no later than 30-days prior to the date that you decide to start your payment. Please note that if you decide to postpone your pension payment, when you do, your payment will be made to you on a go-forward basis.

### **Q59. How do I find out the value of my 401(k) account?**

A. You can find out the value of your account by visiting the Fidelity NetBenefits website at <https://login.fidelity.com/ftgw/Fidelity/NBPart/Login/Init>

### **Q60. What can I do with my Retirement Savings Plan—your 401(k)—Account?**

A. When you retire from PG&E, the full value of your account is payable to you. You can leave your money in the Plan, take a full or partial distribution, or move your money to an IRA or other tax-qualified plan. A distribution package will be automatically mailed to you by Fidelity after a 30-day waiting period, following your retirement date. Until then, any questions can be directed to Fidelity at 1-877-743-4015. Fidelity is available Monday–Friday, from 5:30 a.m.–9 p.m., Pacific time.

### **Q61. I would like to continue with coverage under a PG&E retiree medical plan, do I need to do anything?**

A. Yes, you must contact the PG&E Benefits Service Center at (866) 271-8144 as soon as possible to report your Intent to Retire. Representatives are available 7:30 a.m. to 5 p.m. Pacific time, Monday through Friday, except holidays. You will have 31 days from your termination date to make an election, however the sooner you submit your elections the sooner your carrier will be updated, and ID cards mailed to you. More information can be found in the Your Retirement and Postretirement Life Insurance guide available at <http://www.mypgebenefits.com/retiree-medical-medicare.shtml>.

### **Q62. Can you use the Retiree Medical Savings Account (RMSA) if you do not enroll in a PG&E-sponsored retiree medical plan?**

A. No, the RMSA can only be used to pay PG&E-sponsored retiree medical premiums. For additional information on PG&E's Retiree Medical plans, visit [mypgebenefits.com/retirement](http://mypgebenefits.com/retirement) > Retiree Medical.



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### **Q63. Can I continue my Anthem PPO Plan via COBRA until I get Part B?**

**A.** No, you will have 31 days following your retirement date to enroll in PG&E's Retiree Medical plan. If you miss the 31-day window, your next opportunity to enroll in PG&E Retiree Medical coverage will be the November 2022 open enrollment season for coverage effective January 1, 2023.

### **Q64. Where can I find plan and rate information for PG&E's Retiree Medical Coverage?**

**A.** Plan and rate information is available at [mypgebenefits.com/retirement](https://mypgebenefits.com/retirement) > Retiree Medical.

### **Q65. I, or one of my dependents, is Medicare eligible but have not previously enrolled in Medicare because I am enrolled in a PG&E active employee medical plan. If I accept the Voluntary Separation Program offer, I will not have the 90 days in advance of my retirement to notify Social Security. What should I do?**

**A.** You will need to begin the Medicare enrollment process by notifying the Social Security Administration and completing the enrollment process, or requesting an appointment by June 10, 2022, so that you can enroll in the PG&E retiree medical plan you want. If you are Medicare-eligible and do not submit your enrollment in Medicare by June 10, you won't have full coverage under the PG&E plan you choose and you'll have to pay any charges Medicare would have covered—usually, 80% of the bill. You also will not be able to enroll in Kaiser Senior Advantage or any other Medicare HMO.

Additional information regarding benefit enrollment for coworkers who are Medicare-eligible or who have Medicare-eligible dependents will be emailed to you from the PG&E Benefits department.

### **Q66. What if I participate in the VSP but my Medicare enrollment isn't completed by July 1?**

**A.** As long as you complete the following three items by the deadlines noted below, PG&E will ensure your health coverage is not disrupted and that the benefit plan providers pay eligible medical plan claims, even if your Medicare enrollment is not completed by the Social Security Administration (SSA) prior to your retirement.

- **By June 10, 2022**, start the Medicare enrollment process with the SSA either online or by scheduling an appointment (the actual appointment may be after June 10, 2022) **AND**
- **By June 30, 2022**, report your Intent to Retire to the Benefits Service Center and have completed and submitted a Medicare COB or Medicare Advantage HMO enrollment form for each Medicare-eligible person enrolling:
  - Download the form from myPlans Connect OR
  - Call the PG&E Benefits Service Center to request the form be mailed to you.
    - You are encouraged to start this process as soon as you know that you have been accepted into the VSP as the form must be **RECEIVED** (by mail or fax) by the plan provider by June 30, 2022, **AND**
- **By June 30, 2022**, complete and submit a Request for Employment Verification Form—available at [cms.gov/cms-1564-request-employment-information](https://cms.gov/cms-1564-request-employment-information)—to [Benefits@pge.com](mailto:Benefits@pge.com) if you or your dependent previously waived Medicare because you had employee coverage. Note: When submitting the Request for Employment Verification Form, you may omit your social security number to ensure your information is protected when transmitting through email. Once you receive the completed form from PG&E's Benefits Team, you'll need to ensure your social security number is on the form before sending to SSA.

Prior to paying claims, PG&E's Benefit Team may require you to submit proof that you completed the three items above by the stated deadlines.



# Voluntary Separation Program (VSP)

## Frequently Asked Questions and Answers

**Q67. Should I wait to request a Pension Election Kit and send an Intent to Retire notice to the PG&E Benefits Service Center or wait until I know my application to VSP has been accepted?**

A. You should send your Intent to Retire notice to the PG&E Benefits Service Center as soon as possible. If you wait for the notice of your acceptance, you may have fewer retiree medical plan options available to you until the next Open Enrollment period. If you wish your pension benefit to begin July 1, 2022, you should also request a Pension Election Kit from the PG&E Pension Service Center as soon as possible (no later than May 31, 2022).

If you submit an Intent to Retire to the PG&E Benefits Service Center and request a Pension Election kit from the PG&E Pension Service Center AND are not accepted into the VSP AND do not retire, the notification and kits will automatically expire if you do not end employment.

**Q68. If I voluntarily separate, will I still be able to contribute to my PG&E retirement plans?**

A. No, external contributions to the PG&E Retirement Plan and the Retirement Savings Plan (401(k)) are not allowed.

### OTHER TOPICS

**Q69. Can I collect unemployment benefits if I take part in the VSP?**

A. Generally, employees who voluntarily resign are not eligible for unemployment benefits. Please check with the [California Employment Development Department \(EDD\)](#) to determine your eligibility for unemployment benefits provided by the State.

**Q70. What happens to my existing health benefits if I take part in the VSP?**

A. Medical, dental and vision coverage for you and your eligible dependents will end in the month of your separation. For example, if your termination is effective June 30, 2022, your coverage under the active PG&E Employee health plans will end June 30, 2022. Information about COBRA and Retiree Medical will be provided. You may choose to continue one or more of your existing health care coverages through COBRA when you leave the company.

**Q71. I am currently taking part in the Tuition Refund Program (TRP) so how would this work with the VSP?**

A. Approved requests for the TRP will be honored for courses already authorized and in progress.

**Q72. Will my age be shown to my leader during this process?**

A. Coworkers' ages have not and will not be provided to LOB leaders.

**Q73. Can I return to work at PG&E as a regular coworker or as a Hiring Hall, Contractor, or Agency Worker?**

A. Yes, but only after a 36-month break in service. This includes regular positions, Hiring Hall, PG&E Corporation, or as a staff augmentation agency worker assigned to PG&E. These restrictions do not apply for VSP participants who are hired by contracting companies who execute "statement of work" contracts with PG&E. As an example, ABC Construction company was awarded a bid to underground 100 miles of line for PG&E. You may accept a position with ABC Construction without penalty if ABC does not bill PG&E on an hour-to-hour basis for the work you perform and you are paid by ABC Construction as part of their overhead or of the cost of the "statement of work" agreed to between PG&E and ABC Construction.

**Q74. Will future employers be told that I accepted a voluntary separation from PG&E?**

A. No, PG&E only confirms the position and dates of employment through its third-party vendor.



# Voluntary Separation Program (VSP)

## Frequently Asked Questions and Answers

### Q75. What happens to unused funds in my Commuter Transit?

A. All unused funds are given up if you leave PG&E for any reason—including retirement—so be sure to act on your account accordingly prior to your last day of employment. This does not apply to transit funds already provided to you in the form of (for example) Muni or BART passes, or cash value (as on a Clipper card). Note the following:

- Parking Pay Me Back Claim - If you file a claim using Pay Me Back, all requests must be sent within 180 days of the last benefit month. After this time, the funds will be forfeited.
- WageWorks Parking Commuter Card - Funds are available until you end your commuter benefits or leave PG&E. After that, the card is deactivated, and the remaining balance is given up. If you have questions about 2016 Commuter Parking claims through WageWorks, call the PG&E Benefits Service Center at 1-866-271-8144 Monday–Friday, 7:30 a.m.– 5 p.m. Pacific time.
- WageWorks Transit Commuter Card - Funds are still available for use 90 days after you end your commuter benefits or leave PG&E. After 90 days, the card is deactivated so new purchases cannot be made and the remaining balance is forfeited.

### Q76. What happens to my PG&E rate discount?

A. You will no longer be eligible for employee rates once your employment ends, however, if you are a retiree, you will continue to be eligible for employee rates based on the applicable tariff.

### Q77. Will I need to send a resignation letter to my supervisor if I am accepted into the VSP?

A. No, if you are accepted, your separation from PG&E will be completed by the HR Department. Your supervisor will not be required to send a Personnel Change Request (PCR). Your supervisor will need to complete the Departing Personnel Checklist with you on your last day at work.

### Q78. What if I have other questions? What resources are available to help me make my decision?

A. See the table below:

Resource	Phone/Website	Hours of Operation
PG&E Benefits Service Center	866-271-8144	M-F 7:30 a.m.- 5 p.m. except holidays
PG&E Pension Service Center	800-700-0057	M-F 7:30 a.m.- 5 p.m. except holidays
Employee Assistance Program (EAP)	888-445-4436	24 hours, 7 days/week
Payroll Questions	<a href="mailto:PayrollQuestions@pge.com">PayrollQuestions@pge.com</a>	M-F 8 a.m.- 4 p.m. except holidays
HR Solutions Center	415-973-HELP (4357) option 5	M-F 8 a.m.- 4 p.m. except holidays
HR Employee Relations Help Line	415-973-HELP (4357) option 6	M-F 8 a.m.- 4 p.m. except holidays
Fidelity Investments	877-743-4015 / <a href="http://www.401K.com">www.401K.com</a>	
Tuition Refund Program	888-718-2235	

### Q79. What if I still have questions about the VSP?

A. Call the HR Help Line at 415-973-HELP (4357) and select option 6.

### **NEW** Q80. I would like to keep my PG&E phone so that I can keep the same phone number for personal use. How do I do that?

A. In order to keep the phone, you will need to pay Fair Market Value (FMV)—not the lowest price or highest price on the market—for the phone. You will need to work with your leader to report the FMV of the phone so it may be deducted from your final pay. The typical method is to find the same cellphone in a



# Voluntary Separation Program (VSP)

## Frequently Asked Questions and Answers

large retail store and use that price. Email [PayrollRewards@pge.com](mailto:PayrollRewards@pge.com) with your LANID and personnel number and the FMV found. **The FMV must be reported by June 15** in order to deduct from your final pay.