



## **IMPORTANT NOTICE**

Please be aware that all terminating employees are responsible for completing a termination packet and an Exit Survey as required by Board Policy DC (Local).

You will receive an email link from Upbeat to complete a brief exit survey on your experience working within the district.

If you prefer to meet with a Human Resources Director in addition to completing the Exit Survey, please contact Susan Stevens at 972-968-6162 to request an appointment.

### **Office Hours: Administration Building Office Hours**

8:00 am – 4:30 pm - Monday – Thursday

8:00 am – 4:00 pm – Friday

### **Summer Hours: June 05, 2023 thru July 31, 2023**

8:00 am – 4:30 pm - Monday – Thursday

Closed – Friday



## NOTICE TO TERMINATING EMPLOYEES

1. A **signed letter stating your request** (resignation or leave of absence) must accompany this packet.
2. The forms listed below must be completed, signed by the principal/supervisor and submitted to Human Resources by the employee as soon as they know they are resigning from the district:
  - A. **Request for Resignation or Retirement**
  - B. **Required Exchange Days Make Up Form**
3. **Terminating professional and paraprofessional employees who do not complete the school year** will receive their final paycheck on the next scheduled payday, or the following month depending on their termination date. For questions about your final paycheck please contact [PayrollHelp@cfbisd.edu](mailto:PayrollHelp@cfbisd.edu). Terminating auxiliary employees will receive their final paycheck on the payday following the end of the pay period in which the termination is effective.
4. Terminating professional and paraprofessional employees who complete the school year will receive a regular paycheck through the remaining pay period (12 month through June, 11 month through July and 10 month through August.) All insurance coverage will terminate at the end of the month in which you receive your final paycheck or the last day of the month of final month of employment if termination is midyear. TRS rules allow you to continue medical coverage thru August 31 if you complete the instructional school year and if premium is paid. Please contact the Benefit Office in advance if your final check is June or July and you would like to pay for medical coverage through August 31.

**Upon termination of your employment, you may be eligible to continue your medical insurance coverage under the provisions of COBRA with BCBS via BSwift (1-833-682-8972) or with Scott & White- HMO via Wameworks (1-877-722-2667) as applicable. COBRA continuation for dental, vision and/or medical reimbursement (FSA) will be mailed from National Benefit Services (NBS: 1-800-274-0503). All COBRA documents will be mailed to the employee's address on file within 30 days from the date the coverage will terminate.**

**You may apply to Cigna/New York Life Insurance Company to port life insurance at the group term rates or convert all or part of your coverage to whole life coverage. You can convert your coverage even if you are seriously ill or disabled. New York Life must receive the application within 62 days of your termination date. The Benefits Office must complete a portion of the application so please contact the Benefits Office if you wish to continue your life insurance.**

**Cancer, and Hospital Indemnity plans can be continued by contacting the carrier directly within 30 days of your last day of coverage to arrange for direct payment. You must have been covered under the Cancer policy for at least 12 months in order to continue coverage. Rates vary.**

5. If you are terminating your employment with the Carrollton-Farmers Branch Independent School District and do not plan on returning to public education, you may withdraw your money from your Teacher Retirement Account. If it is your decision to do so, it is necessary for you to complete a TRS6 form which can be obtained from [www.trs.state.tx.us](http://www.trs.state.tx.us) or the Payroll Department. Please be advised that the TRS6 form must be signed by the terminating employee in the presence of a notary public. This form may be notarized in Personnel Services or the Payroll Department and mailed to TRS at the address printed on the form. Questions regarding the TRS6 form should be directed to Rebecca McDowell, Payroll Director at (972) 968-6168.
6. By my signature on the Request for Termination, or Retirement form (second page of this packet), I acknowledge that I have received information concerning termination of my employment and that I am aware of my responsibility in following the procedures related to termination of my employment with Carrollton Farmers Branch Independent School District. I also understand that my final paycheck will be adjusted for any unearned leave that I may have used.



# **Benefits for Terminating and Retiring Employees**

(Please update your address by emailing [CFBprs@cfbisd.edu](mailto:CFBprs@cfbisd.edu) or calling 972-968-6161 to receive important District correspondence such as W-2's, 1095 forms and COBRA Information)

**Health (Medical) Insurance:** COBRA rates are the current active regular employee costs + \$350.00 + 2% Administrative Fee.

- **Employees completing the Instructional School Year:**
  - **If you complete the Instructional Year your health insurance can continue through August.**
    - If you work a **12 month schedule (220+ work days), your benefits will end on June 30.** If you want to continue health insurance coverage through August you must contact the Benefits Office at 972-968-6120 to make arrangements.
    - If you work an **11 month schedule (202 – 219 work days) your benefits end July 31.** If you want to continue health insurance coverage through August you must contact the Benefits office at 972-968-6120 to make arrangements.
    - If you work a **10 month schedule (178 – 201 days) all benefits end as of August 31.** There is no need to contact the Benefits Office unless you have specific questions.
- **Employees terminating without completing the Instructional School Year:**
  - If you do not complete the Instructional school year, your health insurance and all other benefits will end on the last day of the month of your termination date.

## **COBRA CONTACTS FOR HEALTH INSURANCE**

- **TRS ActiveCare** health insurance plans (ActiveCare HD, ActiveCare 2, and ActiveCare Primary (+) plans) will receive COBRA Continuation information from BCBS via Bswift. For questions, contacted Bswift at **1-833-682-8972** or enroll at <https://TRSAActiveCare.bswift.com>
- **Scott & White HMO** participants will receive COBRA Continuation information from Scott & White via Wageworks, **1-877-722-2667**..

**Dental and Vision Insurances:** COBRA costs for Dental and Vision are 2% higher than active employee costs.

- Dental and Vision Insurances will terminate according to the work schedules above. There is no option to continue these coverages through August if your work schedule is 11 or 12 months. You do have the option to continue these benefits through COBRA Continuation. National Benefit Services (NBS) will mail COBRA notices via USPS. National Benefit Services can be reached at 800-274-0503 or [www.NBSbenefits.com](http://www.NBSbenefits.com)

## **Flexible Spending Accounts**

- Healthcare Reimbursement and Dependent Care Reimbursement (Flexible Spending Accounts) will terminate according to the termination dates above. There is no option for COBRA Continuation for Dependent Care Reimbursement Funds although you may file a claim for any remaining funds that were incurred before your benefit termination date within 90 days to avoid forfeiture (losing your money). Healthcare Reimbursement plans are eligible for COBRA continuation if funds are remaining in your account. NBS will mail COBRA Continuation notices via USPS. Terminating employees have 90 days to file a paper claim for reimbursement of remaining Healthcare Reimbursement funds incurred before their benefit termination date to avoid forfeiture (losing your money). Please call NBS at: 1-800-274-0503 if you have questions.

## **Health Savings Account (HSA):**

- HSA funds remain in your individual account for your use. Withdrawal of funds for ineligible expenses may be subject to income tax and penalties. There is a 1.75 monthly service fee. For questions regarding your account, please contact HSA Bank at 1-800-357-6246 or [www.HSABank.com](http://www.HSABank.com)

## **Hospital Indemnity and Accident Coverage:**

- CIGNA Hospital Indemnity insurance terminates according to the schedules above. It is Portable by contacting CIGNA at 800-754-3207 and requesting continuation of coverage thru direct pay within 30 days of coverage ending.

## **Life Insurance**

- Voluntary Term Life and Employer Paid Basic Life will remain in effect according to the schedules above. You can apply to CIGNA/New York Life to continue coverage, even if you are ill or disabled. You must notify the Benefits Office immediately if you wish to continue life coverage at 972-968-6120 or email [benefithelp@cfbisd.edu](mailto:benefithelp@cfbisd.edu) **You have 62 days from your termination date to apply to continue coverage.** You must apply to New York Life within this timeframe and the Benefits Office must complete the Employer Portion of the application before you can apply. Applications are available on Benefit Portal [www.mybenefitshub.com/cfbisd](http://www.mybenefitshub.com/cfbisd) Employees with an injury of illness which has a material effect on their life expectancy (less than 12 months) are limited to continuation through conversion.
- If you have UNUM Whole Life insurance, UNUM will contact you via USPS to arrange direct payment.

## **Cancer, ID Theft and Emergency Transportation Insurances:**

- These portable insurance plans remain in effect according to the schedules above. Cancer insurance is portable if you have been covered for at least 12 months. To continue coverage thru direct pay, please contact the following carriers within 31 days of your insurance termination date:  
American Public Life Cancer (group 13633) at 1-800-256-8606      Allstate ID Theft at 1-800-789-2720 MASA  
Emergency Transportation at [enrollment@masamts.com](mailto:enrollment@masamts.com)

## **Disability Insurance (group # 618928):**

- Disability will remain in effect according to the schedules above. Disability insurance is not COBRA eligible, it may be portable if covered 12 months. If you are receiving disability benefits at the time of separation, benefits will continue through the maximum duration period under the guidelines of the plan. Contact New York Life at 800-362-4462 within 31 days after end of coverage to request the continuation of coverage thru Portability. Other exclusions may apply.

For questions, please contact FBS at 800-453-1680, the Benefits Office at 972-968-6120 or [BenefitHelp@cfbisd.edu](mailto:BenefitHelp@cfbisd.edu) Thank you!

# PAYROLL INFORMATION FOR TERMINATING EMPLOYEES

---

## **Direct Deposit**

**ALL** Employees who terminate employment with the CFBISD will continue direct deposit for their final payroll check. If you have questions about your direct deposit, please contact the Payroll Department at [PayrollHelp@cfbisd.edu](mailto:PayrollHelp@cfbisd.edu)

## **Final Pay Check**

Professional or Para-Professional employees who complete their scheduled work year will receive their final check according to the following pay cycles.

Work Days 178-201 – Final check August  
Work Days 202-219 – Final check July  
Work Days 220 + - Final check June

For early terminations – please contact the Payroll Department at [PayrollHelp@cfbisd.edu](mailto:PayrollHelp@cfbisd.edu) for your final paycheck date.

## **Address Changes / W-2's**

W-2's will be mailed no later than January 31<sup>st</sup>. If your address changes before January, please notify the Payroll Department at [CFBprs@cfbisd.edu](mailto:CFBprs@cfbisd.edu).

## Former Employees – Access to *Employee Self-Serve*

Former C-FB ISD employees will need to create a new account in order to access [TEAMS Employee Self-Serve](#).

Welcome to the Carrollton-Farmers Branch ISD Employee Service Center

Please log in with your TEAMS user ID and password.

Login

User ID: \*

Password:

Sign On    Forgot Password    Forgot User ID

Need an Account? [Register](#)

1. Click the 'Register' link on the *TEAMS Employee Self-Serve* Welcome Page.
  2. Enter data into required fields and click the 'Ok' button.
  3. Specify a new User ID, Password, and Hint Question/Answer.
    - o The User ID must be new and unique.
    - o **Do not use** your former district username (lastname+first initial)
  4. Once new credentials are entered, click the 'Ok' button
  5. The new account will be created and you will be directed back to the *Employee Self-Serve* Welcome Page.
  6. You can now sign-on to Employee Self-Serve with your new TEAMS account.
- \* Please contact the Service Desk if you have any questions.  
972.968.4357

Register

Register

Last 4 Digits of SSN: \*

Date Of Birth: \*

Last Name: \*

Ok    Cancel

Register

Register

User ID: NewUserName

Password: \*

Verify Password: \*

Hint Question: \*

Hint Answer: \*

Ok    Cancel

Account created. You may now sign into TEAMS

An Innovative Leader in Learning

# Carrollton-Farmers Branch ISD

Employee Service Center

Welcome to the Employee Service Center

Please log in with your TEAMS user ID and password.

Login

User ID: \*

Password:

Sign On    Forgot Password    Forgot User ID

## Exchange Days Make Up Form

**Resignation Packets received in Human Resources / Payroll with this form missing will result in all required makeup day being DOCKED at the employee's daily rate of pay.**

**PLEASE READ:** This form is to be completed by the Employee and must be approved and signed by the Principal. Both Employee and Principal signatures are required. Forms received in Payroll without both signatures will result in the required make up day being DOCKED at the employee's daily rate of pay.

### 2022-2023 School Holidays:

**October 10, 2022** - (All campus-based professionals are required to participate in a campus-approved staff development day **OR** parent conference day) (must total 6 hours)

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Date(s)                      # of Hours                      Name of campus -approved staff development

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Date(s)                      # of Hours                      Name of campus -approved staff development

**Total # of hours:** \_\_\_\_\_

**November 21, 2022** – (Some campus-based employees' contracts have three exchange days built into their work calendar) : **\*\* please refer to the Overview of Exchange Days Plan\*\*** (must total 12 hours)

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Date(s)                      # of Hours                      Name of campus -approved staff development

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Date(s)                      # of Hours                      Name of campus -approved staff development

### **November 22, 2022** –

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Date(s)                      # of Hours                      Name of campus -approved staff development

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Date(s)                      # of Hours                      Name of campus -approved staff development

**Total # of hours:** \_\_\_\_\_

Please sign and return this form with the resignation packet to the Human Resources.

\_\_\_\_\_  
Printed Employee Name

\_\_\_\_\_  
TEAMS ID #

\_\_\_\_\_  
Employee Signature (Required)

\_\_\_\_\_  
Last Day of Employment

\_\_\_\_\_  
Principal Signature (Required)

\_\_\_\_\_  
Date Signed



## Overview of Exchange Days Plan 2022-2023 Professional Staff

CFBISD has **three staff development days** built into the [2022-2023 Teacher Calendar](#): October 10 and November 21 and 22, 2022. Some campus-based employees' contracts have three of these days built into their work calendar - others do not.

In addition, all campus-based professionals are required to participate in a campus-approved staff development day **OR** parent conference day to compensate for October 10 if the school staff does not report for work that day.

Position - Job Title	Needs 1 day for October 10	Needs 2 Days for Nov 21 and 22
Classroom Teacher/Dyslexia Interventionist/ BRS/ Audiologist (Most 187 Day Professional Employees)	YES	YES
<ul style="list-style-type: none"> <li>● ECHS Teachers (187 Days)</li> <li>● Nurses</li> <li>● CTE/Practicum</li> </ul>	NO	NO
All Professional Employees working 226 Days or less including (but not limited to): <ul style="list-style-type: none"> <li>● Librarians</li> <li>● Speech Path (187)</li> <li>● Autism Specialist</li> <li>● Counselors</li> <li>● Head HS Orchestra</li> <li>● All Band Directors</li> <li>● Diagnosticians</li> <li>● Instructional Coaches (197)</li> <li>● Instructional Specialists (197)</li> <li>● ITS (197)</li> <li>● Special Ed Intervention Specialists</li> <li>● VI Teachers</li> <li>● JROTC Teachers</li> <li>● Principals</li> <li>● Associate/Assistant Principals</li> <li>● HS Campus Athletic Coordinators</li> <li>● HS Registrars</li> </ul>	YES	NO

## Overview of Options

For the 2022-2023 school year each Campus Improvement Council may determine whether to require THREE days of staff development (Plan A) **or** TWO days of staff development and ONE day of parent conferences (Plan B).

The CIC-approved plan must apply uniformly to ALL applicable professionals. Staff are not allowed to use leave in exchange for these days, nor are they allowed to work on Nov 21/22 in place of professional development.

Please read carefully the parameters for each type of exchange days – staff development and parent conferences – located on the "[Campus Exchange Days Plan 2022-2023](#)". Share the information with your staff.

Following CIC approval, each principal must submit the "[Campus Exchange Days Plan 2022-2023](#)" to DeLana Laxson by May 20, 2022.

If your campus elects Plan B, details of when parent conferences will take place should be submitted to DeLana Laxson by September 9, 2022, using the [Parent Conference Exchange Days Plan 2022-2023](#) form. Verification of Plan B completion should be submitted by March 24, 2023, using a copy of the same form.

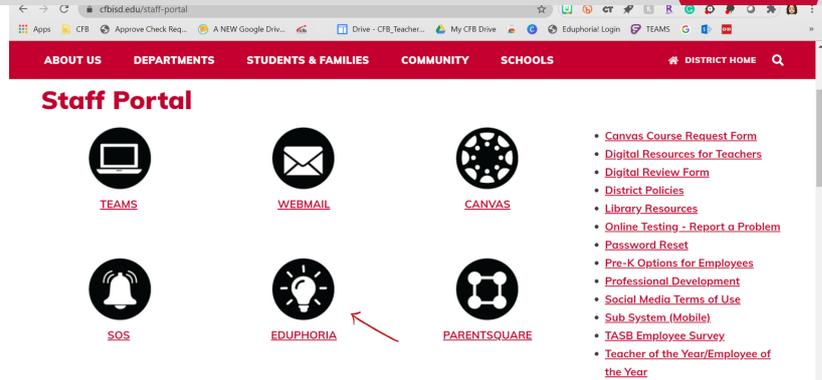
<b>Form</b>	<b>Purpose</b>	<b>Due Date</b>	<b>Send to</b>
<a href="#">"Campus Exchange Days Plan 2022-2023"</a>	CIC will approve Plan A (3 professional development days) <b>OR</b> Plan B (2 PD days and 1 parent conference day) - all staff will follow CIC	May 20, 2022	DeLana Laxson
<a href="#">Professional Exchange Days Plan for Staff Development 2022-2023 Teacher Form</a>	Principal pre-approves individual teacher's plan to acquire two or three staff development comp days (depending on whether campus elects Plan A or Plan B).	By May 25, 2022 for summer pre-approval	Principal keeps original. <b>**Principal submits names of those who do NOT complete commitment to Payroll by May 19, 2023.</b>
<a href="#">Parent Conference Exchange Day Form 2022-2023</a>	<b><u>ONLY if a campus/CIC elects Plan B:</u></b> Proposal of off-contract, campus-wide days/hours to be used for parent conferences.	September 9, 2022	DeLana Laxson
<a href="#">Parent Conference Exchange Day Form 2022-2023</a>	<b><u>Verification</u></b> that all personnel met requirements of campus plan submitted the previous September. Use same form you used for proposal - sent on 9.9.2022	March 24, 2023	DeLana Laxson

# LEAVING CFB?

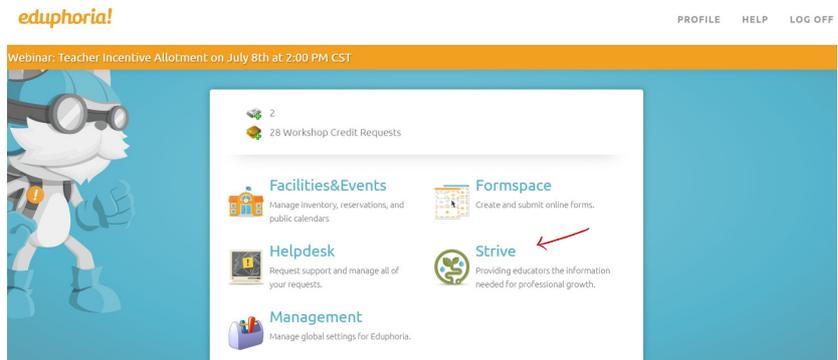
ALTHOUGH WE ARE SAD TO SEE YOU LEAVE, PLEASE MAKE SURE YOU DOWNLOAD AND PRINT YOUR PROFESSIONAL DEVELOPMENT HOURS FROM EDUPHORIA.



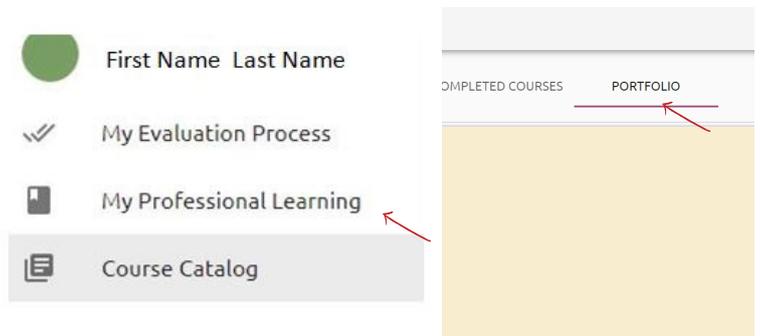
**STEP 1: GO TO THE CFB STAFF PORTAL & CLICK ON EDUPHORIA**



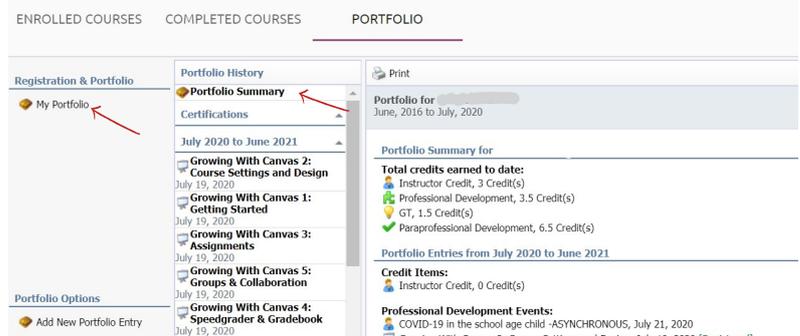
**STEP 2: SIGN-IN & CLICK ON STRIVE**



**STEP 3: CLICK ON MY PROFESSIONAL LEARNING & SELECT PORTFOLIO**



**STEP 4: CLICK ON MY PORTFOLIO & SELECT PORTFOLIO SUMMARY TO VIEW ALL SESSIONS**



**STEP 5: CLICK ON THE PRINTER ICON TO PRINT & DOWNLOAD YOUR HOURS**



**If you need your wxe. file to give to your new district, contact DeLana Laxson at [laxsond@cfbisd.edu](mailto:laxsond@cfbisd.edu)**