

Retirement FAQs



Resignation/Retirement

1. How do I tender my resignation/retirement?

Professional, paraprofessional and hourly employees should complete the Resignation/Retirement Form located on the FISD website in the HR section. A letter is not required, but you may write and tender one.

2. TRS has told me to use May 31 as my day of retirement. My last contract day is June 4th. Which day is correct?

Employees need to work until the end of their contract. When you resign you need to use the last day of your contract. It is appropriate to have different dates for the ISD and TRS.

Payroll Department

1. What do I do with my TRS-7 form and when?

As soon as you receive your TRS-7 form, send it to the Payroll Specialist.

2. When will I get my last paycheck?

The last payment will differ depending on what type of an employee you are and what you work out with the Payroll Specialist.

- If you work on a campus as a contract employee working the instructional school year, your last paycheck will be at the end of May, June, or August.*
- If your contract goes through 6/30, your last paycheck will likely be at the end of June.*
- If you are an hourly employee, your last pay check will be on the pay date following your resignation date. Since your final paycheck will include payments for the remainder of your contract and federal withholding is based on your pay period earnings, federal withholding tax will be significantly higher than in your regular paycheck. However, your total annual federal tax liability should not increase.*

3. When will my TRS-7 form be sent to TRS in Austin?

Within a week of your final paycheck (not your accumulated leave payment), your TRS-7 form will be sent to TRS.

4. What form do I need to submit if I am resigning, not retiring, and want to withdraw my TRS contributions?

Please complete a TRS-6 form "Application for Refund", have it notarized and submit directly to TRS.

The TRS 6 form can be obtained from the TRS website at http://www.trs.state.tx.us/reporting_entities/forms/TRS-6.

Payment for Unused Leave

1. What unused leave will I be paid for when I leave the ISD?

There are no payouts of leave when you retire or resign. If you finish the full year, any employee is eligible for payout of any local leave over 30 days at a portion of a substitute pay as per Policy.

2. I purchased years of service from TRS in order to be eligible for full retirement benefits. Do I need to tell the ISD this information?

Absolutely. We are not informed by TRS when you purchase years of service.

You will need to provide a copy of your TRS-25(L) to the Payroll Specialist so that your additional years of service can be reflected in calculating your eligibility for your accumulated leave.

3. How do I roll my funds from my 403 (B) plan to an IRA or other retirement account?

Please contact First Financial administrators. See <https://benefits.ffga.com/fredericksburgisd/Benefits>

Health Insurance (Retirees)

1. When will my ISD medical insurance and other benefits be terminated?

Those retiring September – June:

All employee benefits will be terminated on the last day of the month of your employment.

Exception:

Those retiring on or after the last day of their contract year:

Medical Insurance – *The Texas Legislature H.B. 973 medical insurance dictates that insurance will automatically be extended through the end of the District’s plan year, August 31. The additional premiums needed to provide the added coverage will be deducted from the retiring employee’s final paycheck. If you do not want medical insurance coverage extended through August 31, you need to send an early cancellation notice to the Payroll Specialist, no later than May 10th.*

Optional Benefits (dental, vision, cancer insurance, etc.) – *These benefits will terminate based on end of employee’s contract and pay group.*

- **Pay Group 7 :** *Optional plans will be terminated August 31st, except Disability coverage which will terminate the last day of month worked.*
- **Pay Group 8:** *Employees whose final paycheck would ordinarily be issued the end of July - coverage will be terminated August 31st, except Disability coverage which will terminate the last day of month worked.*
- **Pay Group 9:** *Employees whose final paycheck would ordinarily be issued the end of August - coverage will be terminated August 31st, except Disability coverage which will terminate the last day of month worked.*

COBRA Information: COBRA extension information, to extend your benefits beyond their termination dates.

The **HIPAA Certificate of Creditable Coverage**, evidencing your history of coverage, will automatically be mailed from the following third party administrators within 15 days of your termination of coverage date. Please note that the notices and certificates cannot be sent prior to your termination of coverage date.

- TRS-ActiveCare – COBRA administrator: Wells Systems (1-844-752-5146)
- TRS-ActiveCare – HIPAA Certificate of Coverage – Aetna (1-800-222-9205)
- COBRA administrator, optional plans: First Financial Services (800-523-8422)

Retirement Checklist for FISD (not TRS)

- Notify your supervisor of your intent to retire
- Submit your resignation via the Resignation/Retirement Form
- If retiring due to medical reasons, contact the Payroll Specialist for assistance in coordinating your benefits
- Send TRS-7 form to Payroll Specialist
- Send copy of TRS-25 or 25L, if years of service were purchased, to Payroll Specialist
- Send early cancellation notice by May 10 if not extending Health Insurance through 8/31 to Payroll specialist
- TRS-7 will be processed and mailed to TRS within one week after final paycheck