



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 Upbeat 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



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 Staff Development Non-Contract Workday 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.
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). 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 CHUBB 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. CHUBB will mail applications to your home address on file and you must apply within the time they allow. Contact CHUBB at 888-499-0425 for more information. The applications are also available at www.mybenefitshub.com/cfbisd

Cancer, Hospital Indemnity and Accident 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.
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 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.

REQUEST FOR RESIGNATION OR RETIREMENT



COMPLETED BY EMPLOYEE

Return this form to your Principal/Supervisor as soon as you know you are resigning from the district or at last 2 weeks prior to your last date of employment.

I am requesting: (Please check all the apply)

☐ Resignation ☐ Retirement from TRS ☐ Retirement receiving Social Security Benefits

My last day to work: _____

Name: _____ SS# (last four): _____

Home Address: _____
Street Address City State Zip Code

Personal email: _____

Phone#: _____ Campus: _____

Position: _____ Principal/Supervisor: _____

Employee's Reason for Resignation: (Please check all that apply)

☐ Accepted Another Position ☐ Certification ☐ Moving ☐ Stay home with family

☐ TRS Retirement ☐ Other: _____

Employee's Signature

Date

COMPLETED BY PRINCIPAL/SUPERVISOR

Principal/Supervisor Recommendations: ☐ Request Acknowledged

If separation was voluntary, did employee give advance notice? ☐ Yes ☐ No, if yes, how much? _____

Principal/Supervisor's Signature

Date

COMPLETED BY HUMAN RESOURCES WHEN EMPLOYEE DOES NOT COMPLETE FORM

☐ Deceased ☐ Job Abandonment ☐ New Hire Decline ☐ Employee Unavailable

Human Resources: ☐ Request Approved

☐ Request Not Approved

Approved by:

Date

Benefits for Terminating and Retiring Employees

(Please update your address by emailing CFBprs@cfbisd.edu or calling 972-968-6100 to receive important District correspondence such as W-2's, 1095 forms and COBRA Information)

Health (Medical) Insurance: COBRA rates are the current active TRS unadjusted state premium + \$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 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>

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 1-800-274-0503 or 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 Flex 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

Hospital Indemnity 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. Forms available at www.mybenefitshub.com/cfbisd

Life Insurance

- You may apply to CHUBB 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. CHUBB will mail applications to your home address on file and you must apply within the time they allow. Contact CHUBB at 888-499-0425 for more information. The applications are also available at www.mybenefitshub.com/cfbisd
- If you have FiveStar Permanent Life insurance, FiveStar will contact you via USPS to arrange direct payment. For more info, call 866-863-9753.

Cancer, Accident, 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:

CHUBB Cancer (policy 100000216) at 888-499-0425	Allstate ID Theft at 800-789-2720
CIGNA Accident (policy A1110816) at 800-754-3207	MASA Emergency Transportation 800-423-3226

Disability Insurance (Policy SLH100026):

- Disability will remain in effect according to the schedules above. 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. Disability insurance is not COBRA eligible, it may be convertible under certain circumstances and coverage may be different from our group plan. Contact New York Life at 800-362-4462 within 31 days after end of coverage to request continuation of coverage thru Conversion. Other exclusions may apply.

For questions, please contact the Benefits Office at 972-968-6120 or 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

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

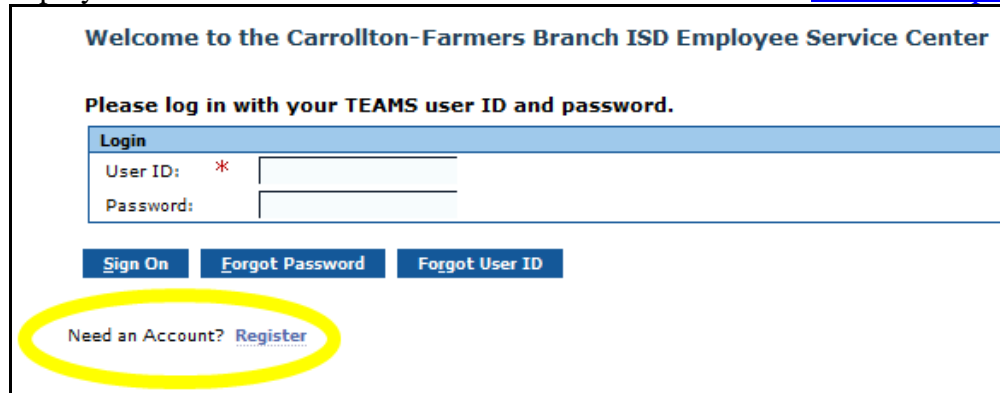
For early terminations – please contact the Payroll Department at PayrollHelp@cfbisd.edu for your final paycheck date.

Address Changes / W-2's

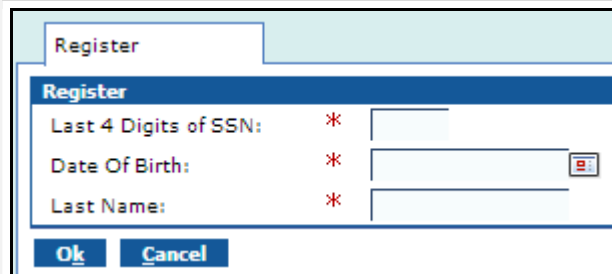
W-2's will be mailed no later than January 31st. If your address changes before January, please notify the Payroll Department at CFBprs@cfbisd.edu.

Former Employees – Access to *Employee Self-Serve*

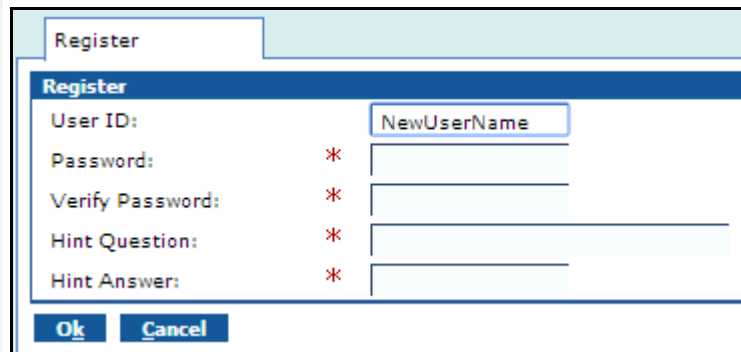
Former C-FB ISD employees will need to create a new account in order to access [TEAMS Employee Self-Serve](#).



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)

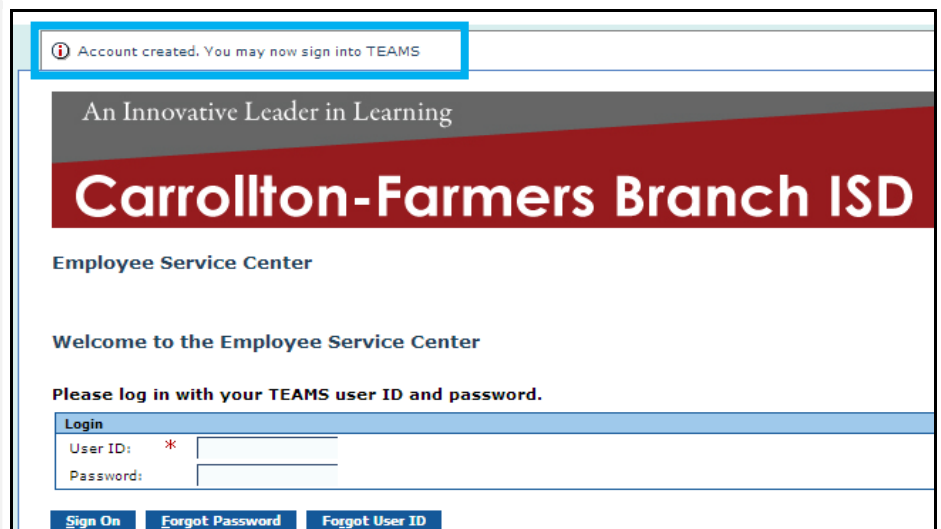


4. Once new credentials are entered, click the 'Ok' button

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



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.

2024-2025 School Holidays:

November 25, 2024 – (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 26, 2024 –

_____	_____	_____
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

If you have any questions, please contact Human Resources at 972-968-6189 or 972-968-6160.

Professional Development Exchange Day Guidelines

- ◆ Accumulation of the exchange days begins May 25, 2024, and ends March 13, 2025.
- ◆ One day's credit is equal to six hours of contact time. **(Total hours needed - 12 hours for two days)**
- ◆ All staff development must be taken during off contract time.
- ◆ School-wide staff development sessions that address campus initiatives will be accepted.
- ◆ Prior approval from the principal is required for all sessions.
- ◆ Sessions must be at least 90 minutes to qualify for consideration.
- ◆ The principal will certify each exchange day and/or report non-compliance to Payroll by March 14, 2025.
- ◆ Credit may be given for:
 - ◆ Weekend conferences and conferences off contract time
 - ◆ Summer training sessions in and out of the district
 - ◆ New Hire required training
 - ◆ 6 hours of site-based training off contract time (constitutes one day)
 - ◆ Limited, *district-approved by principal*, online staff development
- ◆ Credit will not be given for:
 - ◆ Presenting a workshop (unless also a participant/faculty member)
 - ◆ College course work that is part of a degree plan
 - ◆ Supervising of student competitions (i.e. UIL, Math Competition, etc.)
 - ◆ Meetings or Team Planning
 - ◆ Book studies
 - ◆ Professional development where you receive any compensation for attendance
 - ◆ Teacher Workday

Overview of Exchange Days Plan 2024-2025 Professional Staff

CFBISD has **TWO staff development days** built into the [2024-2025 Teacher Calendar](#): November 25 and 26, 2024. Some campus-based employees' contracts have these days built into their work calendar - others do not.

Position - Job Title	Needs 2 Days for Nov 25 and 26
Classroom Teacher/Dyslexia Interventionist/ BRS/ Audiologist/Instructional Coaches / Instructional Specialist/LSSP Intern (Most 187 Day Professional Employees)	YES
<ul style="list-style-type: none"> ECHS Teachers (187 Days) Nurses CTE/Practicum 	NO
All Professional Employees working 226 Days or less including (but not limited to): <ul style="list-style-type: none"> Librarians Speech Path (187) Autism Specialist Counselors Head HS Orchestra All Band Directors Diagnosticians Instructional Coaches (197) Instructional Specialists (197) ITS (197) Special Ed Intervention Specialists VI Teachers JROTC Teachers Principals Associate/Assistant Principals HS Campus Athletic Coordinators HS Registrars 	NO

Form	Purpose	Due Date	Send to
Professional Exchange Days Plan for Staff Development 2024-2025 Teacher Form	Principal pre-approves individual teacher's plan to acquire two staff development comp days	By March 13, 2025 for summer pre-approval	Principal keeps original. **Principal submits names of those who do NOT complete commitment to Payroll by May 17, 2024, using this FORM.

LEAVING CFB?

Although we are sad to see you leave, please make sure you download and print your Professional Development Hours from Eduphoria.



E

- [Education Foundation](#)
- [Eduphoria](#)
- [EHR & School Nursing Management](#)
- [Ellevation](#)
- [Employee Self-Serve](#)
- [Employee Shout-Outs](#)
- [Employee Donor Solicitation](#)

F

- [Field Trips](#)
- [Field Trip Approval Form](#)
- [Fiscal Procedure Manual](#)
- [Frontline Electronic Health Record](#)

STEP 1: GO ON THE CFB
STAFF PORTAL
AND CLICK ON EDUPHORIA

STEP 2: SIGN IN
AND CLICK ON
STRIVE



Aware

View student test data and perform district benchmarks



Strive

Providing educators the information needed for professional growth.



Management

Manage global settings for Eduphoria.

Log Off

My Profile

MANAGE

Catalog

EVALUATION

My Process

PROFESSIONAL LEARNING

My Portfolio

Courses

Conferences

STEP 3: CLICK ON
MY PORTFOLIO

STEP 4: SELECT MY
PORTFOLIO TO VIEW
ALL SESSIONS

Enrolled Courses Completed Courses **Portfolio**

Registration & Portfolio History

- My Portfolio
- Submit Courses

Portfolio Summary

Certifications

July 2024 to June 2025

July 2023 to June 2024

July 2022 to June 2023

July 2021 to June 2022

July 2020 to June 2021

July 2019 to June 2020

July 2018 to June 2019

July 2017 to June 2018

July 2016 to June 2017

Print

Portfolio for July, 2016 to March, 2025

Portfolio Summary for I

Total credits earned to date:
• Instructor Credit, 15 Credit(s)
• Professional Development, 101 Credit(s)
• Texas SBEC CPE, 24 Credit(s)
• GT, 34.5 Credit(s)

Portfolio Entries from July 2024 to June 2025

Credit Items:

• Instructor Credit, 15 Credit(s)

Professional Development Events:

• Grade 8 and 11 Social Studies STAAR Review Planning
• Social Studies Secondary Half-Day Professional Development
• Turnaround Support for Emergent Bilingual Students in C...

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

Print

Portfolio for July, 2016 to March, 2025

Portfolio Summary for I

Total credits earned to date:

• Instructor Credit, 15 Credit(s)
• Professional Development, 101 Credit(s)
• Texas SBEC CPE, 24 Credit(s)

IF YOU NEED YOUR WXE FILE TO GIVE TO YOUR NEW DISTRICT, CONTACT

SHEILA NICOLAS (NICOLASS@CFBISD.EDU) OR ALEJANDRA COVARRUBIAS (COVARRUBIASA@CFBISD.EDU)