



COLUMBUS CITY SCHOOLS

Steps for Resignation or Retirement

1. If retiring, contact your retirement system (SERS or STRS). Contact information can be found below. Please understand that Columbus City Schools (CCS) cannot advise you on your retirement so you must work with an SERS/STRS advisor to ensure that you understand your retirement options and dates.

SERS contact information

www.ohsers.org

300 E Broad St, Suite 100
Columbus, OH 43215-3746
Phone: 614/222-5853

STRS contact information

www.strsoh.org

275 E Broad St
Columbus, OH 43215-3771
Phone: 888/227 7877

2. Once you are informed and comfortable with the date you have selected, complete the form **Notification of Resignation or Retirement** found at <https://www.ccsch.us/Page/2340>.

The effective date you enter on the form should be the last day that you plan to work or use paid leave from Columbus City Schools. If unsure, the date doesn't have to be exact, but understand that you cannot be paid for any work or leave *after* that date. The date cannot be more than a few weeks in the past - if it has been a while since you've last worked you can use today as your effective date. We prefer notice at least 2 weeks before your last day, but we understand that sometimes for substitutes or temporary employees this is not possible. If you are a regular employee and provide notice less than 2 weeks before your last day, be aware this may result in a bar from future employment with CCS.

It is also important to understand that you will be eligible to receive retirement benefits (if retiring) the beginning of the month following your retirement date with CCS. If you put a retirement date of May 31 on the form, you will be eligible to receive retirement benefits as early as **June 1**. If you put June 1 as your retirement date on the form, you will be eligible to receive retirement benefits as early as **July 1**.

3. You will receive an automated email response after you submit your notification. This is a summary of all the responses to the form for your record. If you notice anything that is incorrect please contact HR (employmentstaffing@columbus.k12.oh.us) immediately. Once a separation is accepted by the board it cannot be changed or rescinded. There **may** be exceptions, but it is best to get this right the first time and to fix any errors immediately.
4. If you would like confirmation that your separation has been accepted by the board, you can check in at <https://go.boarddocs.com/oh/columbus/Board.nsf/Public>. Board agendas are due well before the board meeting, so don't be alarmed if your separation isn't on the very next board agenda.
5. Your supervisor will be notified of your separation and will be provided with an Exit Checklist to ensure all CCS property is returned. They will schedule time on your last day to complete this form and receive any property like computer equipment, keys, and ID badge. If separating on short notice or other circumstances don't allow for that meeting, please make sure that all equipment is returned either to HR (270 East State Street) or to your supervisor.

Frequently Asked Questions

Can I retire, again?

You can only retire once. If you are already receiving a pension from any of the public retirement systems listed below, then your separation will be considered a resignation.

Highway Patrol Retirement System (**HPRS**)

Police and Fire Pension Fund (**OP&F**)

Public Employees Retirement System (**OPERS**)

School Employees Retirement System (**SERS**)

State Teachers Retirement System (**STRS**)

When do my benefits end?

When leaving the district, your coverage end date will depend upon your employee type. Please review the chart below in detail. If applicable, your contract should be reviewed as well.

	CEA/CAA Members	OAPSE/CSCSA Members
Terminations/ Resignations	Benefits will end on the last day of the month of your last paycheck date.	Benefits will end on the last day of the month of your last day worked.
Retirements	Core benefits will terminate on the last day of the month indicated on the Payroll and Deduction Schedule corresponding to the last date of paid benefit contributions.	
Voluntary Benefits	Call US Enrollment at 1-800-735-0080 to terminate voluntary benefits.	

What is Enhanced Severance? How do I get it?

If you provide at least 90 days' notice before your retirement date (and notification before 2/1 if a teacher/administrator and retiring between May and October, per Article 810.02 B of the [CEA Master Agreement](#)) you will qualify for a higher payout on any remaining Sick leave.

Certificated Staff and Administrators providing notice less than 90 days before their retirement date will be paid all remaining Sick days at 20% of their current daily rate. If retirement notice is provided to HR in accordance with Enhanced Severance guidelines (above) then your remaining Sick leave will be paid per the table below:

Certificated/Administrator Sick Leave Payout

Payout Percentage (Sick Leave)	
Less than 90 days notice	20%
0-100 days remaining Sick leave	25%
101-200 days remaining Sick leave	30%
201-300 days remaining Sick leave	35%
301-400 days remaining Sick leave	40%
401+ days remaining Sick leave	45%

Classified Staff providing notice less than 90 days before their retirement will be paid all remaining Sick hours at 25% of their current hourly rate. If retirement notice is provided to HR in accordance with Enhanced Severance guidelines (above) then your remaining Sick leave will be paid per the table below:

Classified Sick Leave Payout

Payout Percentage (Sick Leave)	
Less than 90 days notice	25%
0-800 hours remaining Sick leave	30%
801-1600 hours remaining Sick leave	35%
1601-2400 hours remaining Sick leave	40%
2401-3200 hours remaining Sick leave	45%
3201+ hours remaining Sick leave	50%

You can also use the severance pay estimator to do that math for you. Make sure that you have your current pay stub available for your most recent leave balances and use the link:

<http://www.columbus.k12.oh.us/severancePayEstimator/severancePay.html>

You do not need to apply for severance. It will automatically payout, typically within 60 days of retirement. Or after your final summer payroll if you are on stretch pay. Please do not call

payroll about severance pay or retirement refunds within this period. Terminated employees will continue to have access to the [Employee Self Service \(ESS\)](#) until April of the following year. You should monitor your ESS to know when you can expect your severance pay.

Questions regarding Enhanced Severance payments can be directed to **Payroll** at **614/365-6440** or Payroll@columbus.k12.oh.us.

Regarding Teacher Resignations:

Ohio Revised Code (ORC) 3319.15 Termination of contract by teacher can be found here: <http://codes.ohio.gov/orc/3319.15>. And a great article from the Ohio School Boards Association (OSBA) that is a little easier to read and explains a few common scenarios: <https://www.ohioschoolboards.org/blogs/legal-ledger/teacher-resignations>.

Specific date ranges can be found in the above articles, but notification of any resignation before or during the upcoming school year must be submitted to HR (using the form found at <https://www.ccsbh.us/Page/2340>) on or before July 10. If this requirement is not met, then the Ohio Department of Education will be notified and could potentially suspend your teachers license for up to a year.

The last paragraph in the OSBA article also clarifies failure to return a teaching contract by the deadline would not void the agreement.

“Another issue that may occur surrounding the July 10 deadline is when a board has taken action to employ a teacher, but the teacher fails to return the executed employment contract by that deadline and does not resign. Under RC 3319.08, so long as the board formally adopts the resolution and the employee accepts it, the failure of the parties to enter into a written contract would not void the agreement. However, if the teacher were to rescind his or her acceptance of employment with the district after July 10, he or she would be in violation of RC 3319.15.”