



FRIENDSWOOD ISD

Exiting Employee Information Guide

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EXITING EMPLOYEE INFORMATION GUIDE

This Exiting Employee Information Guide has been assembled to assist you as you conclude your employment in Friendswood Independent School District. It provides you with information regarding termination procedures, final pay, benefits, and other important information. The package includes a Quick Reference Guide (last page) so that you know who to speak with if you have questions.

We would like to remind you of your obligations as a former employee of Friendswood ISD under the Educators' Code of Ethics located in Policy DH. As you know, your employment with Friendswood ISD places you in a position of trust within our organization and allows you to have access to confidential student information.

Under the Code of Ethics, you have an obligation, even after the termination of your employment, to maintain the confidentiality of the student information. You also have an obligation to refrain from using or disclosing any such information other than for the benefit of the students.

We've made every attempt to ensure the accuracy of the information contained in the Exiting Employee Information Guide. However, if there is any discrepancy between the benefit descriptions and the insurance contracts or other legal documents, the legal documents will always govern.

Friendswood Independent School District appreciates your contribution to students and wishes you future success in all your endeavors!

YOUR RESPONSIBILITIES

Submit your Letter of Resignation

An employee who desires to voluntarily resign from the District should submit a notice to his or her supervisor generally two weeks in advance of the intended resignation date. You should indicate if you are retiring through TRS. The following should be included on your Letter of Resignation:

- Date you write the letter
- Your last day of work
- Your signature
- Permanent email address

Please see the sample resignation letter on page 10 or you may also access it here:

[FISD Human Resources](#)

Return District Property

The following items must be returned to your Supervisor or designee before your departure from the school district:

- Parking permit, identification badge, safety card
- All keys, including keycards
- Computers and electrical equipment
- Equipment provided for home or travel use
- Files, folders, manuals and/or records
- Any other school property, including uniforms
- Repay any outstanding district debt

Complete the Exit Interview Survey

Your opinion is important to us! Please go to the following link to complete the survey:

https://friendswood.qualtrics.com/jfe/form/SV_dp2LKJSW5zTRoKG

Elect Cobra Continuation Coverage if you need to extend your benefits coverage

Employees have sixty (60) days after their benefits expire to elect Cobra Continuation Coverage. They will receive two packets in the mail from the District's COBRA Administrators.

- **Medical – TRS ActiveCare** Bswift 1-833-682-8972
- **Dental & Vision** FBS 1-800-583-6908

Request Service Records

To request your Service Records, click on the following link:

[Service Record Form Link](#)

Email completed form to clutz@fisd12.net

Please note: Service Records requested by employees exiting at year end will be processed in July following year end roll in our HR management software.

Note: The experience column on the service record is based on the beginning of each school year.

- W-2, Wage and Tax Statements – View and print current or historical statements
- Demographic Data – Update your address, phone number or contact information online - link on the HR website under Personal Info. Change button

WHAT HAPPENS WITH MY FINAL PAY?

If an employee's departure from Fisd is between the 1st and the 15th of the month, they can expect payment on the 5th of the following month, if their departure is between the 16th and the end of the month they can expect payment on the 20th of the following month. Please note that there can be exceptions to this rule, and we will make every effort to make the final payment promptly.

If an employee completes their assignment or contract, then pay will run through the 5th or 20th of August; depending on the length of the contract or assignment. In order to draw summer pay in a lump sum payment on June 20th, an employee must be terminating employment and request the payoff, in writing, to the Human Resources department by June 1st.

When an employee who has used more leave than he or she had accumulated ceases to be employed by the District, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

The final check will be Direct Deposited. The only exception is if the Business Office is asked to hold the check for personal pick-up pending return of district property.

ACCESS TO PAYROLL CHECK STUBS AND W2 INFORMATION

Employee Access in Skyward Finance will remain active until February 15th of the year following separation, for income tax information. This is located at www.myfisd.com. Exiting employees will be able to view payroll check stubs as well as W-2 information.

WHAT HAPPENS TO MY LEAVE BALANCES?

PAYMENT OF LEAVE AT RETIREMENT

An employee who takes full-service retirement with the Texas Teacher Retirement System (TRS) with a combination of age and service years equal to 80 or more shall be compensated for accumulated local sick leave accrued while employed by the District at 50 percent of the rate of his or her daily wage at the time of retirement. A retiring employee may be compensated for no more than the number of workdays for one contract year or for the number of duty days specified for the position, whichever is appropriate.

An employee who takes reduced service retirement with TRS, shall be compensated for up to 100 days of local sick leave accrued while employed by the District at the rate of the daily wage of a substitute in effect at the time of retirement.

REMAINING LEAVE AT RESIGNATION

Any state leave accumulated prior to resignation will appear on your service record and will be honored at any Texas public school district. Local leave remains with the district and will be made available for use if you return to the district.

WHAT HAPPENS TO MY BENEFITS?

Employees Who Terminate Prior to the End of Their Contract

If an employee terminates employment with the District before completing the number of work days assigned to their contract, the insurance and benefits will end at midnight on the last day of the calendar month in which the termination is effective.

Employees Who Terminate On or After Last Day of Their Contract

For those employees that have terminated employment on or after the last day of their contract, the District will terminate the benefits on August 31 of that calendar year.

Medical - COBRA Continuation Coverage

An employee may choose to keep their current benefit coverage longer by enrolling in a COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985). Under COBRA, the employee and all dependents that were covered on the TRS ActiveCare Medical plan, while actively at work, may continue that same coverage for up to 18 months if elected. Once the employee's termination has been processed in our system, an election packet will be sent to them from Aetna-Bswift for the COBRA coverage. The cost is 102% of the premium, which is the full premium rate plus a 2% administrative fee. The employee will remit their premiums directly to the COBRA administrator.

Dental & Vision – COBRA Continuation Coverage

Employees can also elect to have COBRA coverage for their Dental and Vision. Once the employee's termination has been processed in our system an election packet will be sent to them from FBS-Financial Benefit Services for the Dental and Vision COBRA coverage. The cost is also 102% of the total premium, which is the full premium rate plus a 2% administrative fee. The employee will remit their premiums directly to FBS for the Dental and Vision COBRA coverage.

Employees have a 60-day election period from the termination date to make decisions on COBRA continuation coverage. If an employee is interested in continuing coverage, they should complete and return the necessary forms as soon as possible to the appropriate coverage administrator. Once payment is received insurance coverage will be retroactively effective the day after their benefits expired from the district.

COBRA Administrator for Medical:

Bswift COBRA Department
P.O. Box 2780
Omaha, NE 68103-2780
1-833-682-8972

COBRA Administrator for Dental & Vision:
FBS – Financial Benefit Services
2175 N. Glenville Drive
Richardson, TX 75082
1-800-583-6908
www.FBSBenefits.com

Flexible Spending Accounts (FSA) and Dependent Care Spending Account (DCSA)

The use of the Flex Account and Dependent Care Account will continue through the employee’s benefits termination date. If an employee has any unused balances in their Medical FSA account and/or their Dependent Care account, they can be reimbursed for eligible expenses incurred prior to the termination date.

Higginbotham:
1-866-419-3519
www.higginbotham.net

Health Savings Accounts (HSA)

If an employee has a balance in an HSA those funds will not be lost. The existing HSA card will be closed, and a new debit card will be sent to the employee, so they are able to use the funds in their HSA for eligible medical expenses. Gulf Coast Educators Federal Credit Union: 281-487-9333 www.gcefcu.org

Portable Benefits

If an employee wants to continue any of the benefits they currently have, they can contact the provider directly to set up their continuation of coverage. Below is a list of our current benefits that are portable with contact information:

Accident	The Hartford	888-277-4767	www.thehartford.com
Cancer Critical Illness	American Public Life UNUM	800-256-8606	www.ampublic.com www.unum.com
Medical Transport	MASA	800-635-5597	www.masamts.com
Life Insurance	5Star Life Insurance	866-863-9753	www.5starlifeinsurance.com
Life Insurance	One America	800-553-5318	www.oneamerica.com

The money an employee contributes to a 403(b) retirement account is always their money, regardless of how long they have worked for Fisd. There are several things that an employee can do with their 403(b) account after leaving the district.

- Leave it with the current 403 (b) vendor; contributions can no longer be made through the district
- Roll it over to a traditional IRA account
- Transfer money from one 403(b) account to another to consolidate the funds
- Cash Distribution – Taxes may be withheld and penalties charged

You can contact TCG Administrators if you have any questions about your 403 (b) accounts.

Phone: 1-800-943-9179
Website: www.tcgservices.com

457 Account

The money an employee contributes to a 457 retirement account is always their money, regardless of how long they have worked for Fisd. There are several things that an employee can do with their 457 account after leaving the district.

- Transfer your vested account balance to another tax-advantaged plan that accepts rollovers Take a lump-sum or partial distributions

- Elect monthly, quarterly or annual installment distributions
- Defer distributions until a later date (but no later than attainment of age 70 1/2)

You can contact TCG Administrators if you have questions about your 457 accounts.

Phone: 1-800-943-9179

Website: www.tcgservices.com

TEACHER RETIREMENT SYSTEM OF TEXAS

IF YOU ARE PLANNING TO RETIRE:

If you are planning to retire, you need to contact the Teacher Retirement System of Texas (TRS) six months prior to your anticipated retirement date to allow yourself enough time to complete and submit all required forms. Start the retirement process by submitting a completed *Request for Estimate of Retirement Benefits* form (TRS 18) to receive a retirement packet. You may do this electronically, from the *MyTRS* section of the TRS website, or you may print Form TRS 18 from the forms section of the website, complete it and mail it to TRS.

After TRS receives your TRS 18, you will receive a retirement packet with the forms you need to select your retirement date and your retirement payment plan. When you receive your retirement packet, follow the instructions in the packet. You will need to send TRS a copy of your birth certificate, as well as a copy of the birth certificate of your beneficiary if you select Option 1, 2, or 5 as your annuity payment plan. Please write your social security number on any birth certificate you submit.

If you have questions regarding retirement, please contact TRS at 800-223-8788.

IF YOU ARE LEAVING EMPLOYMENT BUT NOT RETIRING:

If you are leaving employment but aren't retiring, you have three options:

- Leave your contributions in your plan.
 - ▶ If you have less than five years of TRS service credit, you may leave your accumulated contributions with TRS, receive interest for up to five years while absent from TRS-covered employment and then later apply for a refund if you do not continue or return to employment with a TRS-covered employer. The interest rate is currently two percent.
 - ▶ If you have at least five years of TRS service credit you may leave your accumulated contributions with TRS and earn interest as long as these funds remain with TRS. The interest rate is currently two percent. When you meet applicable age requirements you may apply for a retirement annuity based upon your service and salary history on file with TRS at the time your employment terminated.
- You may terminate TRS membership by applying for a refund and withdrawing your account but defer receipt of taxable income by rolling your funds over to another qualified plan or traditional Individual Retirement Account (IRA).
- You may request a refund of your TRS member contributions by completing and submitting an application for Refund form (TRS 6) to TRS.

If you wish to withdraw your Teacher's Retirement, you can call 1-800-223-8778, or go online to www.trs.texas.gov to obtain the forms. The above information is as accurate as the district can determine. TRS Updates regulations quite frequently and TRS always has the most up to date information.

WORKING AFTER RETIREMENT

Service retirees may work without limit for an employer not covered by TRS without losing any monthly annuity payments. Disability retirees may work an unlimited amount of time for an employer not covered by TRS but may be subject to a compensation limit.

Generally, all retirees, both normal-age and early-age, must wait one full, complete calendar month after retirement before returning to work. Please note that you must observe TRS restrictions on negotiating for future employment, or you could revoke your retirement.

For more information about working after retirement refer to Teacher Retirement System of Texas Employment After Retirement Brochure located under the Retirees and Beneficiaries section at

www.trs.texas.gov

Friendswood Independent School District Separation Checklist

- Resignation/Retirement letter turned into Human Resources: lfoley@fisd12.net
Sample resignation letter: [LINK TO SAMPLE LETTER](#)
- If retiring, turn in **current** TRS statement of member account to Chrissy Lutz, clutz@fisd12.net
- Records request completed:
[Records Request Link](#)
Email to: clutz@fisd12.net
- Permanent address and email address provided via FISD Exit Survey
FISD Exit Survey completed [Survey Link](#)

Technology [LINK](#) to request an export of your professional development records from Eduphoria or other programs

- Contact Benefits Coordinator if necessary: crhodes@fisd12.net Notified of my right to continuation of health insurance under COBRA Keys returned to campus contact Employee badge, and security card returned to campus contact
- All technology equipment turned into campus contact office/classroom/workspace clear of personal items by agreed upon date Uniforms and other district property returned

Please Note: *In most cases, employee email, Skyward Student and all other technology access will be deactivated immediately following your last workday. However, your employee access in Skyward Finance will remain active until February 15th of the following year for income tax information. Also, if you need records from Eduphoria or Eduhero, please export all data before your last workday.*

SAMPLE RESIGNATION LETTER

Date: _____

To: Campus Principal/Supervisor Name here

(Body of letter must include whether you are resigning or retiring).

Sincerely,

Your Name

Your

Signature

At the bottom of the letter, you must include:

Permanent Address: _____

Permanent Phone Number: _____

Personal Email Address: _____

FISD CONTACTS

HUMAN RESOURCES		
Lindsey Foley	Executive Director of HR	(281) 996-6620 lfoley@fisdk12.net
Ashley Hollier	Administrative Assistant to the Executive Director of HR	(281) 996-6602 ahollier@fisdk12.net
Melissa Duncan	Substitute Coordinator	(281) 996-6604 mduncan1@fisdk12.net
Tara Vozzo	HR Coordinator	(281) 996-6620 tvozzo@fisdk12.net
Chrissy Lutz	HR Manager	(281) 996-6622 clutz@fisdk12.net
PAYROLL		
Chrissy Beard	Payroll Coordinator	(281) 996-6611 cbeaird@fisdk12.net
BENEFITS		
Callie Rhodes	Benefits & Leave Coordinator/ Worker's Compensation	(281) 996-6605 crhodes@fisdk12.net