ACPS Employee Separation FAQ

This document provides important information regarding your separation from ACPS and the impact on your benefits. For additional details, please visit www.acps.k12.va.us or contact hr@acps.k12.va.us.

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Former Employee Access System (FEA)

The Former Employee Access System (FEA) is an online portal where former ACPS employees can view their previous pay stubs, W-2s, tax documents, and other employment details. Once your employment with ACPS ends, you will need to create a new FEA account using this link. Your username will be the personal email address you listed on your resignation paperwork in TalentEd. Please note that your account will not become active until your employment record has been placed in a deactivated status in the MUNIS system. This status change occurs only after your final paycheck or leave payout has been processed, which can take two to three pay cycles following your separation. For 10-month employees who complete the school year, FEA access will not be available until all summer paychecks have been issued. In the meantime, if you need copies of your paystubs or other payroll documents, you may contact the Payroll Office at payroll@acps.k12.va.us or 703-619-8042. Please email employeeaccesshelp@acps.k12.va.us with any login questions or issues.

ACPS Property Return

All property assigned to you as part of your work duties is the property of the Alexandria City School Board and must be returned to your direct supervisor on demand or on or before your last day of employment. This includes, but is not limited to: any ACPS-assigned laptop, cellphone, iPad, chargers, keys or fobs, employee ID/photo card, printer card, P-Card, copy machine card, uniforms, manuals, and/or any other office or school property.

If you are unable to return these items directly to your supervisor for any reason prior to your last day of employment, please contact hr@acps.k12.va.us to arrange an alternative return method.

Exit Survey

We value your time at ACPS and want to continue improving the employee experience. As part of your departure, we invite you to complete our confidential Exit Survey. Your honest feedback will help us learn what we're doing well and where we can grow. Thank you for sharing your perspective and contributing to a better workplace for future employees.

Address Changes

To ensure you receive communication related to your employment conclusion, including your final pay advice and W-2 Wage & Tax statement, please report address changes to ACPS Human Resources prior to your departure if possible. See the address change form attached at the end of this letter or by visiting the ACPS Website.

Note, after you leave employment, you should report any address changes to the Human Resources office until you receive your W-2 Wage & Tax statement, and to your retirement plans, which hold the contribution funds accumulated during your ACPS employment. For more information on your retirement plan, please see the Quick Plans Reference attached to the end of this letter or contact HRBenefits@acps.k12.va.us

When Your Health Insurance Benefits Will End

If you paid the employee's premium contributions on your medical, dental, and vision coverage through the end of your employment, your health insurance will continue according to the following schedules:

- Through September 30, if you are a 10-month employee and terminate at the end of the school year.
- Through August 31, if you are an 11-month employee and terminate at the end of the school year.
- Coverage will continue through the end of the month following your termination if you are a 12-month employee, or if your employment ends before the school year concludes

After your health insurance coverage expires, you may be eligible to elect COBRA coverage

Consolidated Omnibus Budget Reconciliation Act (COBRA)

You and your eligible spouse and children are covered under an ACPS health plan on the date your employment ends and may be entitled to continue your coverage through a provision known as COBRA. If eligible, you will receive a

COBRA notice and election forms in the mail shortly after termination. The maximum period you may continue COBRA is 18 months. To continue healthcare coverage through COBRA, you must complete and return the election form within 60 days of your benefits termination date (or COBRA notice date, whichever is later). You must pay the required premiums within 45 days from the date you submit your COBRA election form, and coverage is not effective until the premium is paid. You are responsible for the full COBRA premium.

Your Flexible Spending Accounts (FSAs)

Your FSA benefits generally end when you terminate your employment with ACPS. Eligible expenses must be submitted for reimbursement by September 30 of the year in which you terminate employment with ACPS. Any money remaining in your flexible spending account(s) after September 30 is forfeited and cannot be returned to you.

Virginia Retirement System (VRS) and Supplemental Retirement Plan Members' Retirement Contributions

If you are terminating employment without retiring, you may contact VRS and the Principal Financial Group regarding your accumulated contributions and the options for handling your contribution funds (including rollover, withdrawal, or retaining accumulated contributions). For details regarding the Virginia Retirement System, contact VRS at 1-888-827-3847 or www.varetire.org. You may contact the Principal Financial Group at 1-800-547-7754 or www.principal.com if you have any questions regarding your Supplemental Retirement Plan.

VRS Life Insurance

If you are a VRS member not eligible for retirement, you may convert your VRS group and/or optional life insurance coverage to an individual plan. Contact Virginia Retirement System to obtain the C*onversion of Group Life Insurance Enrollment* (VRS 35E) form (also available at www.varetire.org). You must submit this form and the first premium payment within 31 days of your ACPS employment termination date to: Minnesota Life, Richmond Branch Office, P.O. Box 1193, Richmond, VA 23218-1193.

Annual Leave

Upon employment termination from a contracted 12-month position, employees will be paid for accumulated annual leave at the rate of pay effective at the time of termination, to a maximum of 45 days.The annual leave payout will be processed as a separate payment within 2 - 3 pay periods following the last regular pay.

Unused Sick Leave

At the time of your termination, if you have at least three years of service with ACPS, you have the option of receiving a leave payout or having your sick leave transferred to your new employer. The leave payout rate varies depending on your termination status (retirement or resignation). Read more details regarding leave payout on the ACPS Website. Contact the Payroll Office at payroll@acps.k12.va.us or 703-619-8042 if you have questions regarding leave payments.

If your unused sick leave is not transferred to another Virginia school division within 36 months from your date of termination, it will be forfeited. Note the amount of sick leave that may be transferred is limited by state regulations to a maximum of 90 days. You must complete the Sick Leave Termination Options form PDF.

Retirement Savings Accounts: 403(b) and 457(b)

Contributions to your Tax-Deferred Account-403(b) and/or Deferred Compensation-457(b) end when you leave employment with ACPS. All 403(b) distribution requests can be initiated by contacting TSA Consulting Group (TSACG), ACPS' third-party administrator, who is responsible for approving distribution and withdrawal transactions (including cash, withdrawals, rollovers, loans, and hardship withdrawals) at 1-866-796-3786, Option 4. You may request distributions by completing the necessary forms obtained from your investment provider, attaching them to a *Transaction Routing Request form*, and submitting all completed documents to TSACG for evaluation and approval. See the Transaction Routing Request Form on the TSACG website.

Quick Plan Reference Guide

ACPS Benefits Office
1340 Braddock Place, Suite 520
Alexandria, VA 22314
hrbenefits@acps.k12.va.us

Plan	Website	Phone
Kaiser Medical Group #16811	www.kp.org	1-800-777-7902
United Healthcare Medical Group #714309	www.myuhc.com	1-866-633-2446
CareFirst Dental Group #1TEQ	www.carefirst.com	1-800-942-0854
EyeMed Vision Group #9790916	www.eyemedvisioncare.com	1-888-362-7463
Virginia Retirement System (VRS) Retirement, Life Insurance	www.varetire.org	1-888-827-3847
Principal Financial Group Retirement Group #435557	www.principal.com	1-800-547-7754
TASC Flexible Spending Accounts Group #4002-7613-2585	www.tasconline.com	1-800-422-4661
TSA Consulting Group, Inc. 403(b) and 457 Plan Administrator	www.tsacg.com	1-866-796-3786

Alexandria City Public Schools
Human Resources
Alexandria, VA

Information Change Form

Name: _____
(last) (first) (middle) (maiden)

Job Title: _____ School/Facility: _____

Social Security #: _____ Employee ID #: _____

Change of Address

Old Address

Street Address: _____

City: _____ State: _____ ZIP Code: _____

New Address

Street Address: _____

City: _____ State: _____ ZIP Code: _____

Change of Name

Name Change From: _____

Name Change To: _____

Please note: A copy of your ***Social Security card*** showing new name ***must*** be attached before any changes will be made by Human Resources / Finance.

Emergency Contact (Individual to be contacted in the event of an emergency)

Name: _____

Street Address: _____

City: _____ State: _____ ZIP Code: _____

Home Telephone: _____ Work Telephone: _____

Name: _____ Date: _____
(Signature is ***required*** before any changes will be made.)

Alexandria City Public Schools

SICK LEAVE TERMINATION OPTIONS

Full Name: _____

Employee ID #: _____ School/Location: _____

This form must be completed and returned to the Payroll Office, 1340 Braddock Place, Suite 620, Alexandria, VA, 22314, upon termination. Only one option may be selected. Failure to select one of the below options will result in forfeiture of sick leave.

Three (3) or More Years of Service at Termination

☐ I have 3 or more consecutive years of service and I choose to be paid for the unused sick leave and delete it from my record. I understand that the leave payout rate varies depending on the termination status (resignation or retirement). For more details on leave payout rates, contact HRBenefits@acps.k12.va.us.

☐ I have 3 or more consecutive years of service and I choose to have sick leave transferred to my new employer. I understand that this transfer must be approved by my new employer. Note the amount of sick leave that may be transferred is limited by state regulations to a maximum of 90 days and if it is not transferred to another Virginia School District within 36 months from your date of termination, it will be forfeited.

New Employer: _____

Address: _____

Less Than 3 Years of Service at Termination

☐ I have less than 3 consecutive years of service and I choose to have my sick leave transferred to my new employer. I understand that this transfer must be approved by my new employer. Note the amount of sick leave that may be transferred is limited by state regulations to a maximum of 90 days and if it is not transferred to another Virginia School District within 36 months from your date of termination, it will be forfeited.

New Employer: _____

Address: _____

_____ _____

Name (Please print) Resignation Date

_____ _____

Signature Date