

Clear Creek 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 Clear Creek Independent School District. It provides you with information regarding separation 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 Clear Creek ISD under the Educators' Code of Ethics located in Policy DH (exhibit). As you know, your employment with the Clear Creek ISD places you in a position of trust within our organization and allowed you to have access to confidential student information.

Under the Code of Ethics, you have an obligation, even after the conclusion 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.

Your opinion about your experience with CCISD is important to us! You are invited to complete the Exit Interview Survey. Information obtained during the Exit interview is used to determine how CCISD can better serve employees. Your input will remain anonymous. This survey can be found by scrolling to the bottom of the page at <https://www.ccisd.net/employees>. Please select the "Exiting Employee Information" tab and scroll down to the "Exit Survey" button located on the right side of the page.

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.

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

YOUR RESPONSIBILITIES

➤ **Submit your Letter of Resignation**

Non-contracted employees who plan to voluntarily resign from the District should submit a notice to his or her supervisor two weeks in advance of the intended resignation date.

Employees under contract with the District should refer to Board Policy DFE (LOCAL) for information regarding resignation during the contracted year.

Employees should indicate in their letter whether they are retiring through TRS. The following should be included on the Letter of Resignation:

- Last day of work
- Written Signature

➤ **Return District Property**

The following items must be returned to your supervisor before your employment ends with the school district.

- Parking Permit, Identification Badge
- District issued cell phone or other communications device
- All keys
- Computers, Electrical Equipment and peripheral accessories
 - All District access to electronic files will end on the last official workday with the exception of the Employee Access Center.
 - Retrieve copies of all needed files, lesson plan, and emails prior to this day.
- Equipment Provided for Home or Travel Use
- Books, Files, Folders, Manuals and/or Records
- Any Other District Issued Property
- Repay Any Outstanding Balances Due

******Exiting employees will remain liable for the cost of replacement of any unreturned property******

Exiting employees should schedule a 1:1 appointment with their campus administrator/supervisor to return any assigned CCISD property.

➤ **Complete the CCISD Exit Benefits Form**

This document is only required if you are resigning on or after the last day of the school year. This document can be filed electronically and can be found by logging into TalentEd Records at [Sign In - TalentEd \(tedk12.com\)](https://www.talented.com).

➤ **Complete the Exit Interview Survey**

Your opinion is important to us! Please go to the Exiting Employee Information section of the CCISD Human Resources website (<https://www.ccisd.net/employees>) to complete the Survey.

➤ **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 of Coverage. Employees will receive two notices in the mail from the District's Cobra Administrators.

BSwift (Medical Benefits)
1-833-682-8972

Inspira Financial (Dental, Vision, Flexible Spending Accounts, Employee Assistance Program)
1-844-729-3539

➤ **Keep your Address on File Current**

Please update your demographic data through the Employee Access Center. The Employee Access Center (EAC) can be accessed at www.ccisd.net/employees. The EAC remains available once all other access ends. Your User ID is your employee number. Please retain this number to access the EAC after employment ends.

The Employee Access Center will provide you with the following important information during and after your employment:

- Paychecks – View and print current or historical checks as needed
- W-2, Wage and Tax Statements – View and print current or historical statements as needed
- Demographic Data – Update your address, phone number or contact information online

Updates to your address with TRS can be made by visiting the TRS website at www.trs.texas.gov and completing a Form 358.

➤ **Retrieve All Important Information From Your Accounts**

All CCISD access will cease immediately following your last date of employment with the exception of the Employee Access Center. Please retrieve all pertinent information from your district accounts prior to your final day. Access will not be granted after you are no longer employed by the district.

EXIT EMPLOYEE FORMS

To request your **Service Records**, go to www.ccisd.net/employees and scroll down the page to select “Service Records Requests & Packets” under the “Previous and Exiting Employee Information” heading; then click “Service Records Request Form”. A copy of the CCISD service record will be emailed or mailed to the address on the request form. Service records must be transferred directly from district-to-district to be considered official documents and can take up to 30 days to process.

Service records requested at the end of the school year will be mailed out in July after the current year’s information has been updated.

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

For **Professional Learning Records** go to www.ccisd.net, hover over “About” and click on “Departments” and then on “Professional Learning”. Find the “Professional Learning Records Request” on the right, complete and submit. A copy of your professional learning hours will be emailed to you.

WHAT HAPPENS WITH MY FINAL PAY?

Final Pay

Your check will continue to be direct deposited if that was the status at the time of your resignation/termination. If you were not participating in direct deposit, your check will be mailed to the address we have on file in the Employee Access Center.

If you have used more state and local leave days than you accumulated, the cost of the unearned leave days shall be deducted from your final paycheck. Sick Local Leave and State Personal Leave days are reflected in the balance in full at the beginning of the contract year. Since leave is earned based on the number of days worked, departure prior to the completion of the scheduled calendar will decrease the leave balances.

Non-Duty Days – Only for employees with non-duty days on their calendar

If you leave before your contract ends, the cost of all non-duty days used during the current calendar shall be deducted from your final paycheck.

Departure Prior to Completion of Scheduled Calendar

If your departure from CCISD is between the 1st and the 15th of the month you can expect payment on the 5th of the following month. If your departure is between the 16th and the end of month you can expect payment on the 20th of the following month. Please note that there can be exceptions and we will make every effort to make your final payment as prompt as possible. Some employees leave the district owing funds for various reasons including docked days, non-duty days, and timing of last day of work and last payday. Pay may also be decreased due to decreased leave balances if the employee took all allotted days for the year.

Departure Upon Completion of Scheduled Calendar

If you depart CCISD upon completion of your scheduled work calendar your pay will continue as usual until your earned balance is paid in full. For example, teachers on a 187 day calendar completing their scheduled calendar will receive paychecks throughout June, July and August with the final paycheck being August 20th. All work calendars have either a June 20th, July 20th or August 20th payoff. Please review your calendar to determine your final pay month.

Access to Payroll Check Stubs and W-2 Information

You may access the Employee Access Center online after leaving CCISD. The Employee Access Center can be accessed from the district's homepage at www.ccisd.net/employees. Employees will be able to view payroll check stubs as well as access W-2 information each year. You may also use the Employee Access Center to change your mailing address. Please use your employee ID number as your username. Password resets can be requested by emailing payroll@ccisd.net.

WHAT HAPPENS TO MY LEAVE BALANCES?

Reinstatement Upon Rehire

An employee who separates from the district and is rehired within two years is eligible for reinstatement of any previously accrued but unused local leave. Days for which the employee received payment at resignation shall not be available to the employee.

Payment of Leave

Employees may be eligible for a payout of unused leave if certain criteria are met. Eligible employees hired prior to May 1, 2001, will receive their accrued leave on their final check if they opted out of the 401(a) Sick Leave Payout Plan. For employees hired on or after May 1, 2001, eligible leave shall be paid in accordance with the 401(a) Distribution Options Table on Page 9.

Payment of Leave at Retirement

The TRS Form 7 received electronically from TRS is required to verify retirement.

All full-time employees who have been employed by the District a minimum of five full consecutive years and who retire under the TRS guidelines shall be paid for unused state leave and local sick leave at retirement, up to the number of workdays for one contract year or the number of duty days specified for the position. Payment shall be at the certified substitute rate of pay for professional employees, including administrators. For all other employees, the rate of pay shall be 50 percent of the employee's daily rate of pay not to exceed the daily rate of pay for a noncertified substitute teacher.

Payment of Leave at Resignation

A professional employee who resigns with a minimum of five full consecutive years of service in the District shall be paid for accumulated unused local sick leave at the certified substitute's daily rate of pay, up to the number of contracted days in one school year. Other employee types do not receive leave payout upon resignation.

Public Agency Retirement Services

Clear Creek ISD sends the funds for eligible employees to Public Agency Retirement Services (PARS) approximately one month after employment ends or pay stops. PARS will send more information to the employee's address on file with the district.

Employees have three options from PARS to receive their leave balance:

1. Lump sum distribution
2. Rollover to IRA or other qualified plan
3. Rollover to annuity product selected by PARS

Public Agency Retirement Services

PARS.org

Phone: (800)540-6369

WHAT HAPPENS TO MY LEAVE BALANCES (continued)?

401(a) Distribution Options

Option	Fees	Advantages	Disadvantages
Lump Sum Cash Distribution	\$25.00	1) Allows employee to immediately receive vested funds 2) Funds not subject to 1.45% FICA Medicare Tax	If employee is not age 59 ½ or drawing TRS retirement: Distribution subject to income taxation 20% IRS penalty for early distribution of retirement funds
Rollover to IRA (not available if account value is \$2,500 or less)	3%	1) Defers income taxation 2) Avoids 1.45% FICA Medicare tax 3) Avoids 20% IRS penalty 4) Employee maintains control of the investment options	1) Employee must complete within 60 days of notice from PARS
Rollover to PARS annuity (not available if account value is \$2,500 or less)	3%	1) Minimal paperwork 2) Avoids 1.45% FICA Medicare tax 3) Defers income taxation of account 4) Avoids 20% IRS penalty	1) Employee not able to select investment option 2) Employee may not be familiar with provisions of the annuity product

Non-Duty Days

Employees in a position with non-duty days (those on 220-, 230- and 243-day work calendars) who resign or retire prior to completion of their full work calendar will have any non-duty days taken in the current year deducted from their final paycheck.

These days are not earned by the employee. Non-duty days are unpaid days and account for the days between the end of one work calendar and the beginning of the next work calendar.

WHAT HAPPENS TO MY MEDICAL AND/OR DENTAL/VISION BENEFITS?

Employees Who Terminate Prior to the End of Work Calendar

For employees who terminate employment with the district prior to completing the number of workdays assigned to their current work calendar, benefits will cease 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 the School Year

For those employees who terminate employment on or after the last day of the school year, the district will terminate your benefits according to the schedule below.

Scheduled Number of Days in School Year Work Calendar	Benefits End at Midnight on
230 Days	June 30
198-220 Days, 243 Days	July 31
170-197 Days/M&O 220 Days/M&O 230 Days//Transp. 230 Days	August 31

You may elect to change your benefits termination date to a date other than the date listed in the schedule above. The premiums for any additional months of coverage will be deducted from your final paycheck. You must make this election by completing the Exit Benefits Form located in TalentEd by May 31st.

COBRA Continuation Coverage

You may choose to keep your benefits coverage longer by enrolling in COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985). Under COBRA, you and all dependents that were covered on your plan may continue medical and/or dental/vision coverage for up to 18 months if elected. An election packet will be sent to you at your address of record within approximately 6 weeks from your termination date. The cost will be 100% of the total premium, which includes the employee and employer portion, plus a service fee determined by the COBRA administrator.

If you are interested in continuing coverage, you should return the completed election form within 60 days of your receipt of the packet from the COBRA Administrator. You will then have an additional 45 days to remit the premium payment. Once payment is received, insurance coverage will be retroactively effective the day after your benefits expired.

You will receive a *Certificate of Creditable Coverage* from BSwift, the COBRA Administrator for the TRS ActiveCare medical plans, which documents your prior coverage under Clear Creek ISD plan and may exempt you from a future plan's restrictions on pre-existing conditions.

Note: If you were not a participant in medical and/or dental/vision as an active employee, you will not receive the COBRA offering for extended medical and/or dental/vision benefits. If you and your

dependents were on the plan, and you choose not to continue insurance coverage for yourself, your dependents may still elect to continue coverage if desired.

The Cobra Administrator for Medical is:

BSwift/TRS ActiveCare

P. O. Box 2780

Omaha, NE 68103

Monday-Friday: 7:00 am to 7:00 pm CT

Phone: 1-833-682-8972

The Cobra Administrator for Dental, Vision and Flex is:

Inspira Financial

Monday – Friday: 7:00 am to 7:00 pm (CT)

Saturday: 9:00 am to 2:00 pm (CT)

Phone: 1-844-729-3539

WHAT HAPPENS TO MY HEALTH CARE AND/OR DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS?

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

If you have unused balances in your Health Care FSA account and/or your DCSA, you can be reimbursed for eligible expenses incurred prior to your termination date.

FSA expenses incurred after your termination date will not be eligible for reimbursement unless you elect to continue your FSA through COBRA. Your FSA can be continued through the end of the calendar year in which you terminate IF you elect to continue the account through COBRA. You cannot continue your FSA after the end of the calendar year in which you terminate.

Participation in your DCSA ends on your termination date and any unused funds are forfeited unless you have eligible expenses prior to your termination date as stated above.

IMPORTANT: You have thirty calendar (30) days after your termination date to submit claims to Chard Snyder.

For additional information contact:

Chard Snyder

3510 Irwin Simpson Road

Mason, OH 45040

Phone 1-800-982-7715

Fax: 1-513-459-9947

Monday – Friday: 8:00 am to 5:00 pm (ET)

www.chard-snyder.com

Health Savings Accounts (HSA)

If you have a balance in your HSA those funds will not be lost; you will continue to be able to use your debit card to pay for eligible health care expenses until the balance on the card is depleted.

If you remain covered under a High-Deductible Health Plan (HDHP), you can continue to access your HSA funds through individual coverage or you can "roll over" funds from CCISD's HSA program to another employer's program. Even if your new employer doesn't offer an HSA-compatible HDHP, you can keep the money in your HSA and continue to use the funds for qualified expenses. However, you can no longer add money to the account until you are again covered by an HDHP.

If you wish to move the funds to another account or have additional questions, call the telephone number listed on your HSA debit card.

WHAT HAPPENS TO MY LIFE INSURANCE?

Life Insurance Conversion

Your Basic, Voluntary, Spouse, Child and AD&D life insurance coverage remains in effect for 31 days after the last day of the calendar month in which your termination was effective. You may apply for conversion of your Basic, Voluntary, Spouse and Child life insurance to an individual whole life insurance policy within that 31-day window. Evidence of insurability will not be required. There is no conversion available for AD&D insurance. You may convert all or any portion of your life insurance which was in force on the date your life insurance ceased. If you fail to apply within 31 days of your termination date, the portability option is no longer available.

Life Insurance Portability

Instead of life insurance conversion, you also have the opportunity to continue your Voluntary Employee and Voluntary Spouse life insurance coverage ("portability") under the Clear Creek group policy, subject to the amounts of coverage you had in force while actively employed. Portability of Basic life insurance is not available. Competitive rates apply but will likely be higher than your current rates. You may also be entitled to purchase up to \$50,000 of additional term life insurance. If you fail to apply within 31 days of your termination date, the portability option is no longer available.

Applications for Conversion or Portability of Insurance

After we receive notice of your termination, you will receive a packet of information from the district's current life insurance carrier regarding conversion and portability of your life insurance benefits. The applications contain a section that must be completed by CCISD so be sure to have this completed by your Benefits Specialist prior to mailing the application to Lincoln Financial. To explore the portability or conversion options you may contact Lincoln Financial directly at 877-321-1015 within 31 days of your termination date.

WHAT HAPPENS TO MY CANCER AND CRITICAL ILLNESS INSURANCE PLANS?

Your cancer insurance through Guardian and critical illness insurance through Aetna will terminate on the last day of the month that your date of termination occurs.

You may continue your insurance coverage through portability. Both carriers provide portability coverage under which the benefits, terms and conditions will be the same as those provided under the policy when your insurance terminated. The carrier must receive a written request and payment of the first premiums for the portability coverage not later than 30 days after such termination. Portability coverage may include any eligible dependents who were covered under the policy. Coverage will be effective on the day after insurance under the policy terminates.

Premiums for portability coverage are due and payable in advance. For more information about continuing your Cancer and Critical Illness plans please contact:

Guardian (Cancer)
10 Hudson Yards
New York, NY 10001
Toll Free: 1-888-600-1600

Aetna (Critical Illness)
P. O. Box 14079
Lexington, KY 40512-4079
Toll Free: 1-800-607-3366

TEACHER RETIREMENT SYSTEM OF TEXAS

If you are planning to retire:

If you are planning to retire, the Teacher Retirement System of Texas (TRS) recommends notification six months prior to your anticipated retirement date to allow enough time to complete and submit all required forms to TRS. The retirement process starts 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. Please contact TRS directly for questions about retirement. CCISD employees are not trained by TRS to provide retirement information. CCISD employees do not have access to TRS database information.

If you plan on retiring and have questions regarding retirement, please contact:

Teacher Retirement System of Texas
(800) 223-8778
<https://www.trs.texas.gov/>

If you wish to withdraw your money from your Teacher Retirement account after receiving your final paycheck from the district, please call 1-800-223-8778, or go online to <https://www.trs.texas.gov/> to obtain the necessary forms.

Working after Retirement

Service retirees may work without limit for an employer not covered by TRS without losing any monthly annuity payments. Disability retirees should contact TRS directly for information.

Generally, all retirees, both normal-age and early-age, must wait one 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 please refer to Teacher Retirement System of Texas Employment After Retirement Brochure located under the TRS Publications section at <https://www.trs.texas.gov/>

If you return to work for a school district after retirement, the district may be required to pay surcharges to TRS. Clear Creek ISD will limit retirees if TRS surcharges are incurred.

- Retirees may substitute for a filled position without surcharges.
- Paysheets while substituting may reduce the amount of time to 11 days per month
- There are exceptions for retirement dates prior to September 1, 2005.

WHAT HAPPENS TO MY DEFERRED COMPENSATION ACCOUNTS?

403(b) Account

The money you contributed to your 403(b) is always yours, regardless of how long you have worked for CCISD. There are several things that you can do with your 403(b) after leaving your job.

1. Leave your funds in the CCISD 403(b) plan.
2. Rollover your 403b into a Traditional IRA. Contributions to Traditional IRA's receive the same type of tax deferral treatment as contributions to 403b's, so you may be able to rollover your money into a Traditional IRA and not owe additional taxes.
3. If your new employer has a 403(b) plan, you can have your 403(b) rolled over into their plan if their plan accepts rollovers.
4. Take a cash distribution. Be prepared for taxes to be withheld from it before you receive the money, and for possible penalties if you are under age 59 ½

If you choose options #2, #3 or #4 above you will need to complete the 403(b) Plan Distribution, Loan, Exchange, Transfer & Rollover Form found at www.tcgservices.com. Please follow the directions on this Form.

457 Plan

The money you contributed to your 457 account is always yours, regardless of how long you have worked for CCISD. There are several things that you can do with your 457 account after leaving your job.

1. Keep your money invested in the Plan and if desired, continue to manage your money within the offered investment options.
2. Rollover your 457 into an IRA.
3. If your new employer has a retirement plan, you can have your 457 rolled over into their plan if they accept rollovers.
4. Withdraw your money - subject to ordinary income tax.

If you choose options #2, #3 or #4 above you will need to complete the 457(b) RSP Distribution Form found at www.region10rams.org. Please follow the directions on this Form.

Deferred Compensation Plan Questions

For questions about your 403(b) or 457 Account contact

TCG Services
900 S Capital of Texas Hwy, Suite 350
Austin, TX 78746
Phone: (800) 943-9179
Fax: (888) 989-9247

OTHER THINGS TO KNOW AND DO

Guidance Resources Services

The CCISD Guidance Resources program provides free, confidential assistance for resolving personal life issues to benefits eligible employees, their dependent family members and anyone living in the employee's household. Services include counseling, financial and legal advice, childcare and adult/elder care. For assistance or more information, contact the program 24 hours a day, 7 days a week at 855-506-3173.

If you're a benefits eligible employee leaving the school district, you may continue to use the Guidance Resources services through the end of the month in which your employment ends. You may also elect to continue the Guidance Resources services by electing COBRA Continuation of Coverage.

Medicare

You may be eligible for Medicare benefits depending on your age and your reason for leaving employment. For more information, call 1-800-MEDICARE or visit www.medicare.gov.

CONTACT	POSITION	PHONE NUMBER
Dr. Robert Branch	Assistant Superintendent of Human Resources	(281) 284-0158
Leanna Foster	Executive Assistant to Assistant Superintendent of Human Resources and General Counsel	(281)284-0160
Dr. Britani Moses	Executive Director of Human Resources	(281) 284-0165
Melody Hermes	Director of Human Resources	(281)284-0167
Michelle Nowell	Assistant Director of Human Resources and Business Services	(281)284-0168
Verna Henry	Substitute Coordinator	(281)284-0155
Samantha Avila	Human Resources Coordinator	(281)284-0162
Ashley Harper	Lead Human Resources Specialist	(281)284-0169
Monica Self	Human Resources Specialist – Professional Staffing	(281) 284-0166
Wendy Gonzalez	Human Resources Specialist – Support and Auxiliary Staffing	(281) 284-0159
Annette Caballero	Substitute and Certification Specialist	(281)284-0153
Lori Liebman	Leave Specialist	(281) 284-0235
Paige Fahey	Director of Business Services	(281) 284-0236
Yvonne Thompson	Employment Services Coordinator	(281) 284-0156
Sharyn Hase	Employment Services Specialist – Professional Staffing	(281)284-0163
Cathy Wynn	Employment Services Specialist – Support and Auxiliary Staffing	(281)284-0157
Nancy Carrizales	Onboarding Specialist	(281)284-0227
Sharon McHenry	Worker’s Comp/Unemployment Specialist	(281)284-0231
Mayra Faucette	Lead Benefits Specialist, A-L	(281) 284-0233
Maria Carmona	Benefits Specialist, M-Z	(281) 284-0232
Pam Carrington	Assistant Director - Payroll	(281)284-0250

TOPIC	CONTACT	PHONE NUMBER
Cancer Insurance	Guardian	888-600-1600
Critical Illness Insurance	Aetna	800-607-3366
Cobra Continuation Coverage (medical)	BSwift	833-682-8972
Cobra Continuation Coverage (dental, vision, flex, EAP)	Inspira Financial	844-729-3539
Flexible Spending Accounts	Chard Snyder	800-982-7715
Health Savings Accounts	Gulf Coast Educators Federal Credit Union	281-487-9333
403(b) Savings Plan	TCG Services	800-943-9179
457 Savings Plan	TCG Services	800-943-9179
Life Insurance	Lincoln Financial	877-321-1015
Retirement through TRS	Teacher Retirement System of Texas	800-223-8778
Retirement-General Questions	CCISD Payroll Department	281-284-0194 payroll@ccisd.net
Leave Balances	CCISD Payroll Department	281-284-0237 payroll@ccisd.net
Final Paycheck	CCISD Payroll Department	281-284-0193 payroll@ccisd.net
CCISD HR Contacts	CCISD Human Resources	281-284-0001
Employee Assistance Plan	ComPsych/Guidance Now Resources	855-506-3173
Exit Interview Questionnaire	CCISD Human Resources	281-284-0169
Service Record Requests	CCISD Sub and Certification Specialist	281-284-0153