



## **SCHOOL YEAR 2015-2016 DECLARATION OF INTENT TO NOT RETURN (DINR) For Council of School Officers (CSO) Union Members FREQUENTLY ASKED QUESTIONS**

### **What is the Declaration of Intent to Not Return (DINR) process?**

Pursuant to the Collective Bargaining Agreement between the Council of School Officers (CSO) and the District of Columbia Public Schools (DCPS), Principals and Assistant Principals who do not intend to continue employment with DCPS the following year are required to submit a Declaration of Intent to Not Return (DINR) application no later than March 15 annually. CSO members who do not submit the DINR application by March 15, but voluntarily separate from DCPS at the conclusion of the 2015-2016 school year or at any point in the 2016-2017 school year are required to pay a \$3,000 penalty fine to DCPS. This requirement applies to members who are retiring as well as resigning from the school system.

### **Why does DCPS offer the DINR process?**

The DINR process helps DCPS identify vacancies early. This information allows DCPS to plan for the staffing season effectively and ensure that our students begin the year with fully staffed schools.

### **Who is eligible to apply for DINR?**

Principals and Assistant Principals are eligible to apply.

### **How do I submit a DINR application?**

CSO members can access the DINR application through Quickbase: <https://octo.quickbase.com/db/bgr42iqs8>. *Please note that the DINR application is only available online.* If you do not have access to a computer, you may visit Human Resources at 1200 First Street NE, 10<sup>th</sup> Floor, Washington, DC 20002 to use an available computer.

### **When is the DINR due?**

The CSO-DINR application must be submitted **by 5pm on Tuesday, March 15, 2016.**

### **How do I know if I am eligible to retire?**

CSO members who meet the criteria listed below are eligible to retire by 09/30/2016:

- 55 years of age and 30 years of service
- 60 years of age and 20 years of service
- 62 years of age and 5 or more years of service

Note that effective March 2, 2010, to be eligible for post-retirement health and life insurance coverage,

- (1) You must have at least ten (10) years of creditable District service, and
- (2) You must have continuous coverage under the District Health Plan for at least five (5) years immediately preceding your retirement date.

### **I am a CSO member; however, I cannot access the DINR application. What should I do?**

You are encouraged to log onto the 2016 DINR application link as soon as the application is available on February 4, 2016 through QuickBase (<https://octo.quickbase.com/db/bgr42iqs8>) to confirm your access to the application. If you do not have access to the DINR application, contact HR Answers at [dcps.hranswers@dc.gov](mailto:dcps.hranswers@dc.gov)

or (202) 442-4090. Be sure to include your name, employee ID number, and email address. You will receive a response typically within two (2) business days that will include a web link to the application.

**I'm resigning; do I need to submit a resignation letter in addition to the DINR application?**

No. The DINR application will serve as your resignation letter and the effective date of separation will be June 25, 2016. Submitting an additional resignation letter to Human Resources may cause an issue with your separation processing, so please do not submit a letter.

**I'm retiring; do I need to submit a retirement computation form in addition to the DINR application?**

No. The DINR application includes the necessary data. You should complete all of the data fields on the application even if you have previously submitted a retirement computation form to Human Resources.

**My expected resignation/retirement date is prior to the end of school year 2015-2016, can I exhaust my leave to extend my resignation/retirement date through the last workday of the school year?**

The use of leave is governed by the Collective Bargaining Agreement and the District of Columbia Municipal Regulations. Any use of sick and/or annual leave must be in accordance with that guidance (i.e., submission of valid doctor's notes, supervisor notice and approval).

**If my retirement eligibility date is after the start of SY 2015-2016 can I participate in the DINR?**

You will be eligible to participate in the DINR if your retirement eligibility date is on or before September 30, 2016.

**If I have elected to retire, when will DCPS provide me with an eligibility calculation? How will my average salary be calculated?**

Human Resources will provide a retirement eligibility calculation by April 8, 2016 and you will receive an email notification when this calculation has been completed. Your average salary is calculated based on the average actual rate of pay you earned during the 36 consecutive months of service when your pay was the highest.

**Will I receive confirmation that my DINR was successfully submitted?**

Yes. You will receive a confirmation email from Human Resources within twenty-four (24) hours of your online submission.

**Will my supervisor be notified when I submit a DINR application?**

Yes, if you submit a DINR Resignation Application. When a DINR Resignation Application is submitted via the database, your supervisor (Principals for resigning Assistant Principals, and Superintendents for resigning Principals) will receive immediate email notification. Retirement information will not be released until the calculations have been completed on April 8.

**What future correspondence should I expect to receive from DCPS in regards to my separation?**

If you are **retiring**, you will receive a Retirement Estimate and will be contacted to schedule an appointment with a member of the Retirement Unit.

If you are **resigning**, you will receive an acceptance of resignation letter and an explanation of the voluntary continuation of benefits process. Upon separation of employment, both resigning and retiring employees will receive the *Personnel Action Report SF-50 form* which is used to document your length of service with the District of Columbia Public Schools. Please note that these documents will be mailed on or after July 1, 2016 to the current address that you have on file in PeopleSoft.

**How do I cancel allotments and/or direct deposit?**

If you would like to cancel your allotments or direct deposit you must submit changes through PeopleSoft at <http://pshcm.dc.gov> from a DC Government networked computer. Note that you will not have access to your

account following your separation date. If you do not have access to a computer, you may use a computer at the Human Resources offices, which are located at 1200 First Street NE, 10<sup>th</sup> Floor, Washington, DC 20002.

**I am moving, when and how do I change my address?**

To change your address, log onto PeopleSoft Employee Self Service (<http://ess.dc.gov>) from any computer to change your address on or before Saturday, June 25, 2016. If you need to change your address after June 25, 2016, you will need to send a fax request to HR Answers at (202) 442-5315. The fax should include your full name, employee ID number and proof of the new address (government issued identification with new address listed or a utility bill that reflects your name and the new address).

Note that all future correspondence from DCPS will be mailed to the address on file in PeopleSoft as of June 25, 2016. If you ever need to change your address with DCPS, follow the instructions as listed above.

**Will I keep my benefits through the summer?**

Yes. You will maintain your health and life benefits through June 25, 2016. Following that date, you are entitled to 31 additional days of coverage at no cost to you (July 25, 2016). If you are interested in coverage beyond the 31 day period, you must apply for Temporary Continuation of Coverage (TCC) by submitting enrollment forms to the Office of Human Resources within 30 days from June 25, 2016.

**How do I apply for my Teachers' Retirement Refund?**

Only those teachers who are resigning are eligible to apply for a refund of Teachers' retirement contributions. To obtain a *Teachers' Retirement Refund Application* please log onto [www.dcps.dc.gov/DCPS/dinr](http://www.dcps.dc.gov/DCPS/dinr). You must have received your *Personnel Action Report SF-50 Form* from the DCPS Office of Human Resources to attach with your Teachers' Retirement Refund Application.

**How can I obtain a verification of my employment with DCPS?**

DCPS offers an online employment verification request system. To obtain a verification request online, please visit the [DCPS Employment Verification](http://www.dcps.dc.gov/DCPS/dinr) website or the DINR website at <http://dcps.dc.gov/page/declaration-intent>. Human Resources will require the following information at the time of the request:

- Employee's Full Name
- Employee's Social Security Number
- Employee's DCPS PeopleSoft ID Number
- Signed Information Authorization Release Form

**Whom should I contact if I have questions?**

Visit the DINR webpage for the most up-to-date information: <http://dcps.dc.gov/page/declaration-intent>  
Human Resources is also available to answer your questions via email or phone.

Email: [dcps.hranswers@dc.gov](mailto:dcps.hranswers@dc.gov)  
Phone: (202) 442-4090