



DCPS Employee Off-Boarding Guide

Guide Overview:

This employee off-boarding guide contains information that may be helpful to you as you prepare to transition from DCPS. Please review the following sections carefully for key information about compensation, healthcare, retirement, and other important benefits.

Should you have any questions about any of the topics mentioned in this guide, please visit Human Resources' [Frequently Asked Questions](#) on the DCPS website or contact HR Answers at dcps.hranswers@dc.gov or 202.442.4090.

EMAIL & PEOPLESOFT ACCOUNT ACCESS

Your access to all DCPS technology systems will be de-provisioned within three business days of your effective separation date. This includes access to your dc.gov email address and PeopleSoft. Once your account(s) are de-provisioned, we will not be able to restore access.

Therefore, if you intend to update your mailing address, direct deposit, tax withholdings, or other information in PeopleSoft, you should do so immediately.

To log into PeopleSoft Employee Self Service from home, please use this web address: <http://ess.dc.gov>
To log into PeopleSoft Employee Self Service from the DCPS network, please use this web address: <http://pshcm.dc.gov>

ADDRESS CHANGE

If you are planning to move, you should immediately change your address in PeopleSoft. Your W-2 form will be sent to the latest address on file in PeopleSoft in January of the following calendar year.

If you no longer have access to PeopleSoft, please notify Employee Services of your address change by completing a "Change of Address Form". The form is available on the DCPS website (<http://dcps.dc.gov>). Go to About DCPS > Human Resources > Human Resources Forms.

PAYROLL

For more information, please visit Human Resources' [Frequently Asked Questions](#) on the DCPS website.

Final paycheck: Your final paycheck for hours worked in your position will be processed as usual according to the DCPS pay schedule. It will be issued in the same method as your previous checks (e.g., direct deposit).

Summer Pay Credit (SPC): If you are eligible for Summer Pay Credit, it will be paid to you in a lump sum three to four pay periods after your separation is processed by Employee Services. This payment will be issued in the same method as your previous checks (e.g., direct deposit).

Remaining leave balance(s): See next section on "Leave Balance(s)".

LEAVE BALANCE(S)

For more information, please visit Employee Services' [Frequently Asked Questions](#) on the DCPS website.

Sick Leave: Sick leave does not have cash value and therefore is non-compensable. If you choose to return to DCPS or DC Government within three calendar years of your separation date, your sick leave balance may be restored. Retiring employees, however, may have the option to convert unused sick leave into additional service credit. Please refer to the "Retirement" section of this document for information about the retirement process.

Annual Leave: Your annual leave balance (if applicable) will be paid to you within three to four pay periods after your separation is processed by Human Resources. It will be sent through the same process as your previous checks (e.g., direct deposit). If you do not receive your annual leave pay within this timeframe, please contact HR Answers (see contact information on page 1).

*If you are joining another DC Government agency, you may request your new agency to transfer your leave balance(s) to your new position.

BENEFITS

For more information, please visit Employee Services' [Frequently Asked Questions](#) on the DCPS website.

HEALTH BENEFITS

If you are enrolled in a health insurance plan, you will maintain your health benefits coverage for 31 additional days at no cost to you. You have the right to temporarily continue your health benefits coverage for up to 18 months beyond the 31 day period by selecting any plan providers in the Health Benefits Program to continue your coverage; however, you must pay the full amount of the premium, both the employee and government shares, plus a two percent administrative charge.

If you are interested in coverage beyond the 31 day period, you will need to complete the Temporary Continuation of Coverage (TCC) form that is located on the DCPS website (<http://dcps.dc.gov>, go to About DCPS > Human Resources > Human Resources Forms). Once completed, please return this form to the DCPS Benefits Team (see information below) within 60 days from your separation date.

NOTE: TCC health benefits insurance rates are subject to change. You may select any of the listed plan providers for enrollment in TCC.

Submit your Temporary Continuation of Coverage (TCC) application to DCPS Human Resources:

Fax: 202.442.5317
Email: dcps.benefits@dc.gov
Mail/Drop-Off: District of Columbia Public Schools
Attn: Benefits Team
1200 First Street NE, 10th Floor
Washington, DC 20002

DENTAL - VISION BENEFITS

Dental and Vision coverage (if enrolled) will be termed on the last day of the pay period in which your employment ends with DCPS. If you would like to continue these benefits, please contact the dental and/or vision providers directly to purchase new coverage.

Non Union Employees:

Dental: contact Cigna at 800.367.1037

Vision: contact Quality Plan Administrators at 800.900.4112 or 202.722.2744

Union Employees: contact the respective Unions for dental/vision provider contact information

WTU: 202.293.8600

CSO: 202.526.4700

AFSCME: 202.234.6506

Teamsters: 202.636.8170

LIFE INSURANCE BENEFITS

Life insurance coverage (if enrolled) will be terminated as of the effective date of your separation. If you would like to convert your life insurance policy, please contact the life insurance provider directly:

The Standard: 800.426.4332.

FLEXIBLE SPENDING ACCOUNTS

Flexible spending account(s) “**Healthcare, Dependent Care, and Commuter Transit & Parking**” will be terminated as of your effective date of separation. Please contact the vendor directly for details about your balance (if applicable).

Benefit Resource, Inc.: 800.473.9595 or www.benefitresource.com

RETIREMENT

For more information, please visit Human Resources’ [Frequently Asked Questions](#) on the DCPS website.

Please review the information about the retirement program(s) that apply to you (see below). If you have any questions or concerns about your eligibility or the application process, please contact HR Answers (see contact information on page 1).

TEACHERS’ RETIREMENT ACCOUNT

You may be eligible for retirement, a refund, or direct rollover of your plan contributions to date. Please refer to the guidelines below.

Refund or Direct Rollover:

In order to request a refund or direct rollover of your plan contributions, please complete the Teachers’ Retirement Refund Application. You may download the Teachers’ Retirement Refund Application from the DCPS website (<http://dcps.dc.gov>). Go to About DCPS > Human Resources > Human Resources Forms. Submit your completed application along with a copy of your personnel action form (SF-50) to the DC Retirement Board (as indicated on the application).



Retirement:

Employees who meet the criteria below may be eligible for voluntary retirement*. If you currently meet these criteria and would like to retire, please contact DCPS HR Answers for instructions how to request a retirement computation. Human Resources will determine your eligibility and provide an estimate of your annuity (if eligible).

- 55 years with 30 years of service
- 60 years with 20 years of service
- 62 years with 5 years of service

***Note:** Individuals who are no longer employed by DCPS and meet the above criteria at a later date can apply for “Deferred Retirement” through the DC Retirement Board (DCRB) once eligibility is met. Please refer to the DCRB website <http://dcrb.dc.gov> or contact DCRB at 202.343.3200 for full details.

Example: Jane Doe is 45 years old with 10 years of service. She may apply for “Deferred Retirement” through DCRB at age 62.

For specific information regarding your Teachers’ Retirement Plan account, please contact DCRB:

Name of Agency	Plan Type	Contact Phone Number
DC Retirement Board (DCRB)	Teachers’ Retirement Plan	202.343.3272

CIVIL SERVICE RETIREMENT PLAN

As an employee with a district service date of 9/30/1987 (or prior), and a participant in the Civil Service Retirement Plan, you may be eligible for retirement, a refund, or direct rollover of your plan contributions to date. Please refer to the guidelines below.

Refund or Direct Rollover:

In order to request a refund or direct rollover of your plan contributions, please complete the Civil Service Application for Refund of Retirement Deductions. This form is available on the DCPS website (<http://dcps.dc.gov>). Go to About DCPS > Human Resources > Human Resources Forms. Submit your completed application to the Office of Personnel Management (OPM) (as indicated on the application).

Retirement:

Employees who meet the criteria below may be eligible for voluntary retirement. If you currently meet these criteria and would like to retire, please contact DCPS HR Answers for instructions how to request a retirement computation. Human Resources will determine your eligibility and provide an estimate of your annuity (if eligible).

- 55 years with 30 years of service
- 60 years with 20 years of service
- 62 years with 5 years of service

***Note:** Individuals who are no longer employed by DCPS and meet the above criteria at a later date can apply for “Deferred Retirement” through OPM once eligibility is met. Please refer to the OPM website <http://www.opm.gov/forms/standard-forms> or 202.606.1800 for full details.

Example: Jane Doe is 45 years old with 10 years of service. She may apply for “Deferred Retirement” through DCRB at age 62.

For specific information regarding your Civil Service Retirement Plan account, please contact OPM:

Name of Agency	Plan Type	Contact Phone Number
Office of Personnel Management (OPM)	Civil Service Retirement Plan	202.606.1800

401(A) DISTRICT GOVERNMENT DEFINED CONTRIBUTION PLAN

After one year and one day of continuous service, eligible employees are automatically enrolled into the 401(a) Defined Contribution Plan. The District of Columbia government contributes five percent (5%) of the employee’s annual base salary to the employee’s account. The 401(a) plan is an employer funded plan—employees are not permitted to make contributions or deposits into the plan.

Vesting:

Employees participating in the 401(a) plan acquire ownership of their account balance based on the vesting schedule below.

Years Of Creditable Service	Vested Percentage
Less Than 2	0%
2	20%
3	40%
4	60%
5 Or More	100%

If you are eligible for this account and would like to request a withdrawal or direct rollover of your plan contributions, please complete the 401(a) Plan Disbursement Application and submit (along with a copy of your personnel action form) directly to the address listed within the application.

You may download the 401(a) Plan Disbursement Application from the DCPS website (<http://dcps.dc.gov>). Go to About DCPS > Human Resources > Human Resources Forms.

Name of Company	Plan Type	Contact Phone Number
ICMA-RC	401(a)	800.669.7400

403(B) TAX SHELTERED ANNUITY

If you signed up for a 403(b) plan, you can obtain a disbursement or rollover of funds from your account. To get started, please contact your vendor (e.g., MetLife, Valic) for instructions and required forms. Contact information for the approved vendors is provided below:

Vendor	Name	Phone #	Email Address
AXA Equitable	John Anderson	703.207.2790 / 202.577.1577 Cell	
	Mark Toia	703.205.0346 / 323.841.2007 Cell	mark.toia@axa-advisors.com
	Steven (Tyler) Tisdell	703.205.0368 / 609.221.3058 Cell	steven.tisdell@axa-advisors.com
	Christopher Regan	703.205.0310 / 540.905.1823 Cell	christopher.regan@axa-advisors.com
	Danielle Byrd Thompson	703.205.0354 / 313.530.3492 Cell	danielle.byrd@axa-advisors.com
Holistic Planners (The Felder Group)	Demetrius Felder	202.808.8289 / 240.508.2169 Cell	d.felder@holisticplanners.com
VOYA Financial	Keith Serrano	301.292.2423/ 240.605.6917 Cell	keithmserrano@voyafa.com
	Bruce Rome	703.449.2916 / 301.980.9949 Cell	bruce.rome@voyafa.com
	Jennifer Holmes	703.449.2953	
	Donald Byrd	240.532.5480 / 301.257.9429 Cell	donald.byrd@voyafa.com
	Jeffrey Wheeler	703.405.7880 Cell	jeffrey.wheeler@voyafa.com
Lincoln Investments	Perry (Ray) Stanley	301.987.7211 ext. 62504 or 800.242.1421	pstanley@lincolninvestment.com
MetLife (Travelers)	Iris LaVigne	703.821.5410 / 703.597.5625 Cell	ilavigne@metlife.com
	Guy Lavigne	443.957.6082 / 703.677.7217 Cell	glavigne@metlife.com
	Berhane Kassahun	301.354.3821 / 202.320.6923 Cell	bkassahun@metlife.com
New York Life	Melanie White Terry	410.740.4719 / 202.422.1079 Cell	mwhite@ft.newyorklife.com
	Yaba Baker	301.214.6600 / 202.359.1938 Cell	ykbaker@nyl.com
	Joyce Swinson	301.980.9694	jgswinson@ft.newyorklife.com
Valic	Apenea McCutchen	410.859.2164 / 443.802.5998 Cell	apenea.mccutchen@valic.com
	Larry Perez	800.892.5558 ext. 87821 240.459.5153 Cell	larry.perez@valic.com
	Amanda Maggio	800.892.5558 ext. 88399 703.663.6709 Cell	amanda.maggio@valic.com
	Peter A. Ramig	800.892.5558 ext. 88128 503.757.3147 Cell	peter.ramig@valic.com



457 DEFERRED COMPENSATION PLAN

If you signed up for a 457 plan, you can obtain a disbursement of funds from your account. To get started, please contact the 457 vendor (see below).

Name of Company	Plan Type	Contact Phone Number
ICMA-RC	457	800.669.7400

PERSONNEL ACTION FORM

Within two to three weeks you will receive your Personnel Action Form (also known as “Form 50”) via postal mail, which verifies your dates of employment with DCPS. Please keep it with your records as it could be used to make employment, pay, and qualifications decisions about you in the future. This form is also needed if you plan to withdraw or roll over your retirement balance(s).