

## Explanation of Benefits - Dental, Optical, and Sick Leave Bank

### Council of School Officers (CSO) Benefits

#### Who is eligible for CSO Benefits?

DCPS employees in positions classified ET Officer 6-13 and EG Officer 11-12 are eligible for Council of School Officers benefits. To confirm your eligibility, refer to your offer letter or contact your Strategic Staffing Coordinator. As a member of the Council of School Officers Bargaining Unit, you pay organizational dues directly to the union through bi-weekly payroll deductions.

#### CSO Dental & Optical Benefits

As a member of the CSO, you are entitled to Dental and Optical benefits through the union. The CSO offers two Dental plan options: Freedom-of-Choice PPO and Freedom-of-Choice DMO through Aetna. Optical benefits are provided by United Healthcare Vision. **Enrollment in these plans is automatic for 'Employee Only' coverage.** However, if you need to add dependents to your Dental or Optical coverage, you must complete this in PeopleSoft during new hire enrollment, open enrollment, or 31 calendar days after a qualifying life event. For more information on these Benefit plans and enrollment information for both Dental and Optical coverage, please contact the DCPS Benefits team at [dcps.benefits@k12.dc.gov](mailto:dcps.benefits@k12.dc.gov) or (202) 442-4090, option 1.

**Contacts for Dental and Optical benefits are provided below:**

<b>Dental Plan</b>	Aetna Dental	877.238.6200	<a href="https://www.aetna.com">https://www.aetna.com</a>
<b>Optical Plan</b>	United Healthcare Vision	800.638.3120	<a href="https://www.myuhcvision.com">https://www.myuhcvision.com</a>

#### CSO Sick Leave Bank

As a member of the CSO, you are eligible to join the CSO Sick Leave Bank, which grants you up to 60 days of Sick Leave per year for an extended illness. Each participating member contributes eight hours (1 day) of Sick Leave each school year. For details and enrollment information, please call the CSO at 202.526.4700.

#### CSO Sick and Annual Leave Accruals

All members of the CSO earn both Sick and Annual Leave.

**Sick Leave** is earned at a rate of four hours per pay period. Unused sick leave shall be carried forward from year to year. It is not transferable and has no cash value, so you will not receive the cash value of any remaining Sick Leave upon separation from employment.

**Annual Leave** is earned based on years of service. Employees with:

- 0-2 years of service earn four hours per pay period
- 3-15 years of service earn six hours per pay period
- 16+ years of service earn eight hours per pay period

In accordance with Part I, Chapter 12, Section 1238 (Annual Leave – Maximum Accumulation) and

## Council of School Officers Benefits and Retirement

Section 1239 (Annual Leave Restoration) of D.C. Personnel Regulations, employees may carry a maximum of 240 Annual Leave hours into the next leave year. Under normal circumstances, any unused Annual Leave above the 240-hour maximum will be forfeited if not used. Then, under certain conditions, employees can request “leave restoration” in order to retain leave hours for use in the following leave year.

For calendar year 2020, however, the D.C. Department of Human Resources (DCHR) has modified policies relating to “use or lose” annual leave. While employees with an excess of 240 hours would normally forfeit those unused hours at the end of the calendar year, due to the extreme circumstances of the current public health emergency, employees with annual leave hours in excess of 240 at the end of the 2020 calendar year will see that leave restored into a separate leave bank for use in 2021 and 2022. All 2020 restored leave will need to be used before it expires in January 2023.

For more information, visit the DCPS website ([www.dcps.dc.gov](http://www.dcps.dc.gov)).

**For detailed information regarding additional benefits provided by the Council of School Officers, please contact the union directly at 202.526.4700.**

## Explanation of Benefits - Retirement

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### ET Teachers' Retirement Plan

This is an automatic defined benefit for all employees classified ET 1 through 15 (School Administrators, ET Officers, Educators, and Related Service Providers).

**ET 1 through 15 employees contribute 7% or 8% of earned salary on a pre-tax basis, are vested after five years of service, and do not pay into social security.**

Upon retirement from DCPS, ET employees receive a monthly annuity if they meet the age and service requirements. You are eligible to retire from DCPS under voluntary retirement if you meet the age and service criteria in one of the following three categories:

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

In any category, you must have a minimum of five years of DCPS service.

To be eligible for post-retirement health coverage, you must have:

- At least ten years of creditable district service; and
- At least five years of continuous coverage under a district health plan immediately preceding your retirement.

Complete details on the Plan provisions are in your 2017 Teachers' Retirement Plan Summary Plan Description, or visit the DC Retirement Board's website at [www.dcrb.dc.gov](http://www.dcrb.dc.gov).