

DCPS Employee Off-Boarding Guide for CSO Members

This employee off-boarding guide contains information that may be helpful to you as you prepare to transition from DCPS on June 25th, 2016. 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' page on the DCPS website (<http://dcps.dc.gov/page/dcps-human-resources>) 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 on June 25th, 2016. 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 Human Resources 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

Final paycheck: Your final regular paycheck for hours worked will be processed as usual according to the DCPS pay schedule. You will receive this on July 8th, 2016 and it 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)".

Unemployment: As a former employee of the District of Columbia, you can apply for unemployment through the DC Department of Employment Services (DOES). Note that individuals are not eligible to receive unemployment for the same period in which they are paid for days worked or severance.

LEAVE BALANCE(S)

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 (3) 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 3-4 pay periods after your June 25th, 2016 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

HEALTH BENEFITS

If you were enrolled in a health insurance plan, your insurance coverage will continue at no cost to you until July 26th, 2016. If you would like to continue your health benefits coverage, please 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. Please return your completed form to DCPS Benefits (see information below) before your health benefits coverage terminates.

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

Submit your 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
1200 First Street NE, 10th Floor
Washington, DC 20002

LIFE INSURANCE BENEFITS

Life insurance coverage (if enrolled) will be terminated on June 25th, 2016. If you would like to convert your life insurance policy, please contact the life insurance provider directly no later than July 26th, 2016.

The Standard: (800) 426-4332

FLEXIBLE SPENDING ACCOUNTS

Flexible spending account(s) will be terminated as of your effective separation date. Please contact the vendors directly for details about your balance (if applicable).

Flex Spending (Health & Dependent Care): Contact “BRI” at 1-800-473-9595

Flex Spending (Commuter & Parking): Contact “BRI” at 1-800-473-9595

RETIREMENT

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).

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	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:

Name of Company	Plan Type	Contact Person	Contact Phone Number
AXA Equitable	403(b)	Lakeisha Wilson Mark Toia John Anderson Daniel Boucher Tyler Tisdell	(703)554-3848 / (302)507-5050 (Cell) (703)205-0346/ (323)841-2007 (Cell) (202)577-1577 (Cell) (443)722-8747 (703)205-0368
Commonwealth (The Felder Group)	403(b)	Demetrius Felder	(240)508-2469 / (301)576-8685 (Fax)
Voya Financial	403(b)	Donald Byrd Bruce Rome Keith Serrano Jeffrey Wheeler	(202)829-4415/ (301)257-9529 (Cell) (703)449-2916 (301)292-2423/ (240)605-6917 (Cell) (703)405-7880
Lincoln Financial	403(b)	Nancy Hendershot Ray Stanley Bobby Watson, Sr. Bobby Watson, Jr.	All representatives can be reached on: (301)987-7211 or (800)242-1421
MetLife (Travelers)	403(b)	Berhanne Kassahum Iris Lavigne	(443)285-0955 or (800)446-1615 (703)597-5625
New York Life	403(b)	Nigel Black Clyde Blassengale, Sr. Darryl Marshall Allen Randle Glenn Scott	(410)627-8381 (202)957-3971 (Cell) (301)581-4142 (Office) (301)214-6600 (301)214-6600
Valic	403(b)	Danielle Byrd	(313)530-3492 (Cell)

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	457	(800) 669-7400

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 complete the DCPS Retirement Computation Form located on the DCPS website at <http://dcps.dc.gov>. Go to About DCPS > Human Resources > Human Resources Forms. 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

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 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 complete the DCPS Retirement Computation Form located on the DCPS website at <http://dcps.dc.gov>. Go to About DCPS > Human Resources > Human Resources Forms. 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 account, please contact OPM:

Name of Agency	Plan Type	Contact Phone Number
Office of Personnel Management (OPM)	Civil Service Retirement Plan	(202) 606-1800

PERSONNEL ACTION FORM

You will receive your Personnel Action Form (also known as “Standard 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 rollover your retirement balance(s).