

DCPS Employee Off-Boarding Guide (non WTU-CSO)

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 the Employee Services page on the DCPS website (<http://dcps.dc.gov/page/dcps-human-resources>) or contact Employee Services at 202.442.4090.

PERSONNEL ACTION FORM

You will receive your Personnel Action Form (also known as the “Standard Form 50”) via postal mail, which verifies your dates of employment with DCPS. Please keep it with your records as it may 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).

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 should be emailed to dcps.pschangerequest@dc.gov. Go to About DCPS > Human Resources > Frequently Requested Forms.

PAYROLL

Final paycheck: Your final regular paycheck for hours worked will be processed as usual according to the DCPS pay schedule.

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 a 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. Employees retiring from the Civil Service Retirement Plan or Teachers’ Retirement Plan, 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 (non-WTU employees): Your annual leave balance (if applicable) will be paid to you within 3-4 pay periods after your separation is processed by Employee Services*. 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 Employee Services (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 for thirty-one days beyond your separation date. 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 > Frequently Requested Forms.

Please return your completed form to the Employee Services Benefits Team (see information below) within 31 days of your separation.

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 Employee Services:

- **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 terminate as of the effective date of your separation. If you wish to convert your employer-sponsored life insurance policy to a personal policy, please contact The Standard (800.426.4332) directly within 31 days of your separation date.

FLEXIBLE SPENDING ACCOUNTS

Flexible spending accounts (Health, Dependent Care, and Commuter Transit & Parking) will terminate as of your effective separation date. Please contact Benefit Resources, Inc. (800.473.9595) directly for details about your balance (if applicable).

RETIREMENT

Please review the information about the retirement program that applies to you (see below). If you have any questions or concerns about your eligibility or the application process, please contact Employee Services (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/Direct Rollover/Transfer Application and submit (along with a copy of your personnel action form) directly to the address listed within the application. If you have questions, please contact ICMA-RC (800.669.7400).

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

If you think you are eligible to retire from the 401(a) plan, please email dcps.retirement@dc.gov. The Retirement team will contact you regarding next steps.

CIVIL SERVICE RETIREMENT PLAN

As an employee with a district service date prior to 10/1/1987, you may be eligible for a Civil Service retirement, 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 > Frequently Requested 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.

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

If you have not done so already, please submit a retirement request via the [DCPS Resignations and Retirement Application](#). Following receipt of this online application, the Retirement team will determine your eligibility and calculate your annuity (if applicable).

***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 call 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.*

To request the balance in your Civil Service Retirement Plan account, please contact OPRS (202.741.8660).

SUPPLEMENTAL RETIREMENT PLANS

If you signed up for a Tax Shelter Annuity Plan or Deferred Compensation Plan, see below.

403(b) TAX SHELTER ANNUITY PLAN and 457(b) DEFERRED COMPENSATION PLAN

If you signed up for a 403(b) plan or 457(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 403(b) plan and 457(b) plan 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	Berhane Kassahun	301.354.3821 / 202.320.6923 Cell	bkassahun@metlife.com
	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	Jennifer.holmes@voyafa.com
	John Henderson	<u>202.681.7131</u>	John.Henderson@voyafa.com
	Chima Amadi	240.486.3126	camadi@voyafa.com
	Jeffrey Wheeler	703.405.7880 Cell	jeffrey.wheeler@voyafa.com
	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
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	Larry Perez	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
ICMA-RC (457)	Customer Service	800.669.7400	service@DCretire.com



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

ADA Supplies/Equipment

If you were provided any equipment or other supplies as part of a Reasonable Accommodation, please contact LMER (202.442.5373 or dcps.lmer@dc.gov) to make arrangements to return the equipment. These items are property of DCPS and you are responsible for ensuring they are returned. DCPS may take action to recover the equipment if it is not returned upon your separation



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