

## DCPS DINR Off-Boarding Guide for WTU Members

This employee off-boarding guide contains information that may be helpful to you as you prepare to transition from DCPS on July 9<sup>th</sup>, 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](mailto:dcps.hranswers@dc.gov) or (202) 442-4090.

### EMAIL & PEOPLESOFT ACCOUNT ACCESS

Your access to all DCPS technology systems will be de-provisioned on July 9<sup>th</sup>, 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:** You will receive your final summer pay credit paychecks on the following dates: July 8<sup>th</sup>, July 22<sup>nd</sup>, and August 5<sup>th</sup>. Your August 5<sup>th</sup> paycheck will be a lump sum of your final 2 summer pay checks. They 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:** Annual Leave is not applicable for WTU members as they do not accrue annual leave.

### BENEFITS

#### **HEALTH BENEFITS**

If you were enrolled in a health insurance plan, your insurance coverage will continue at no cost to you until August 9<sup>th</sup>, 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](mailto: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 July 9<sup>th</sup>, 2016. If you would like to convert your life insurance policy, please contact the life insurance provider directly no later than August 9<sup>th</sup>, 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).

**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:

<b>Name of Company</b>	<b>Plan Type</b>	<b>Contact Person</b>	<b>Contact Phone Number</b>
<b>AXA Equitable</b>	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
<b>Commonwealth (The Felder Group)</b>	403(b)	Demetrius Felder	(240)508-2469 / (301)576-8685 (Fax)
<b>Voya Financial</b>	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
<b>Lincoln Financial</b>	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
<b>MetLife (Travelers)</b>	403(b)	Berhanne Kassahum Iris Lavigne	(443)285-0955 or (800)446-1615 (703)597-5625
<b>New York Life</b>	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
<b>Valic</b>	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).