

Leaving the District?



**An informal pamphlet
for
Port Townsend School District Employees**



Provided by Human Resources and Payroll

9/21/23

DISCLAIMER

This pamphlet contains general information and practical guidance for the convenience of persons separating from employment with the Port Townsend School District. It was prepared by District office staff based on their experience, and it attempts to address in straightforward, non-technical terms the most common questions and issues that arise at separation from employment. This pamphlet does not represent District policy or procedure, an expressed or implied agreement or contract, or a promise or guarantee of specific treatment by the District. Nor should anything in this pamphlet be treated as legal advice. The laws, policies, and agreements related to the topic of this pamphlet are complex and subject to change. The District will make every effort to correct errors that are brought to its attention, but it makes no express or implied guarantees about and assumes no responsibility for the contents of this document. In all cases, it is your responsibility to consult and comply with all applicable laws, regulations, School Board Policies, Administrative Procedures, and agreements. The District may modify, withdraw, or make exceptions to this document at any time and for any reason without prior notice.



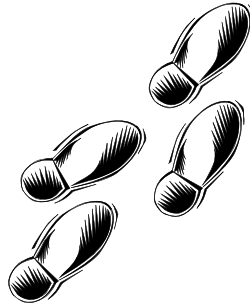
Some tips to help make your transition easier

This information is designed to provide basic information for employees leaving the District. Further assistance can be obtained by contacting staff in the Human Resources/Payroll Office.

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The Beginning Steps

Any separation requires official documentation in order to ensure proper processing of your personnel and payroll records. The initial step is determined by your reason for separation.



If You Are Resigning

Be sure to discuss your resignation date with your supervisor. Negotiated agreements vary in their notification timeline.

- Submit a Letter of Resignation
You are required to submit a letter of resignation indicating **the reason** for your **resignation and your last work date. This date is very important.** If you resign at the end of the school year, your letter must state the exact date, e.g., last day of school or the last day of August, or some other date. Submit your letter to your supervisor, who will forward it to the District Office, along with a separation of employment form. **You will be asked to sign this form.**
- Exit Processing
Contact Laurie McGinnis, Human Resources, 360 379-4602, to schedule an appointment. **This must be completed prior to your last day of work.** This is an important step as significant information is shared with you during this process.



If You Are Retiring

Discuss your separation date first with Payroll. You will want to be sure you are fully qualified for retirement benefits. The following guidelines should help, but if you have questions, contact the **Department of Retirement Systems in Olympia at (800) 547-6657 or 360-664-7000.**

PLAN I (For those employed *prior* to October 1, 1977)

1. Have 30 years of Washington service credit regardless of age; or
2. Are 60 or more years of age and have at least 5 years of service credit; or
3. Are 55 or more years of age and have at least 25 years of service credit.

PLAN II (For those employed *after* October 1, 1977)

1. Are 65 or more years of age and have at least 5 years of service credit; or
2. Are 55 or more years of age and have at least 20 years of service except that the allowance will be actuarially reduced for the difference between age at retirement and age 65.

PLAN III (for certificated & classified employees)

1. At least 10 service credit years; or
2. Five service credit years, including 12 service credit months that were earned after attaining age 44.

- **Submit a Letter of Retirement**

You are required to submit a letter of retirement indicating **your last work date. This date is very important.** If you retire at the end of the school year, your letter must state the exact date, e.g., last day of school or the last day of August, or some other date. Submit your letter to your supervisor, who will forward it to the District Office, along with a separation of employment form. **You will be asked to sign this form.**

- **Exit Process**

Contact Laurie McGinnis, Human Resources, (360) 680-5756, to schedule an appointment. **This must be completed prior to your last day of work.** This is an important step as significant information is shared with you during this process.

- **Department of Retirement Systems**

You will need to notify the Retirement System at least six months in advance of retiring so they can send you the proper forms to complete. We encourage anyone who plans to retire to attend a pre-retirement seminar. These seminars are offered periodically by the DRS. Many employees find the information presented in these informal sessions invaluable. Anyone interested is invited to attend—the earlier the better! Don't make the mistake of waiting until the day you retire to find out about your benefits. After retirement, you will need to make any address changes directly with the Department of Retirement Systems.

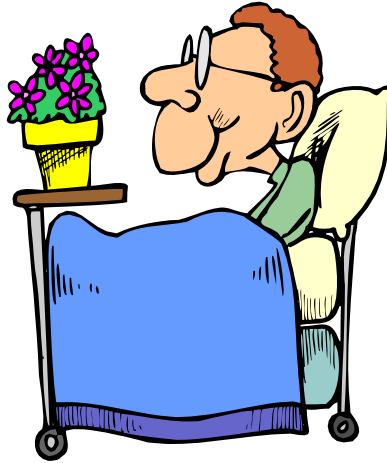
If You are Dismissed

Unfortunately, some employees do face separation under these circumstances. Normally the District takes official action when discharging an employee or when determining to not renew employment. Human Resources will assist you in completing any required separation documents.

In the Event of Death

We do, sadly, experience the occasional loss of an employee. Assistance is provided directly from Human Resources and Payroll to the employee's immediate family. Family members are also encouraged to call for assistance at any time.





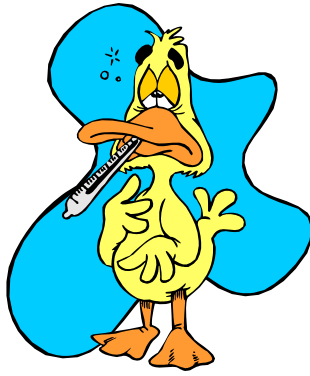
Continuing your Insurance Benefits

Consolidated Omnibus Budget Reconciliation Act (COBRA)

When you terminate your employment with the Port Townsend School District, contact Payroll concerning the rules governing this option. There is a carefully outlined process that is followed for uninterrupted continuation of benefits.

The U.S. Congress passed a law effective October 1, 1986, which allows employees and/or their covered dependents to continue coverage (except in a few cases) under the group medical, dental and vision plans that are in place at the time that employment is terminated with the District. You can continue this coverage for 18 months following separation. Should you become eligible for Medicare, you may not be allowed to continue with COBRA, but your dependent family members may elect to continue coverage under this plan for up to 36 months.

Payment for COBRA coverage is made by personal check to be received in Payroll Services by the 10th of each month for coverage for the following month. Checks are made payable to the Port Townsend School District. Any delinquency automatically cancels the continuation of COBRA.



Sick Leave Buy Back

At the time of separation from the District, an eligible employee [as defined by RCW 28A.400.210(2)] or the employee's estate, shall receive remuneration for sick leave up to a maximum of 180 days at a rate equal to one (1) day's current monetary compensation for each four (4) full days accrued leave for illness or injury, prior to the end of the contract period. Check with Payroll to find out if VEBA has been declared for the year in which you separate.

Eligible employees include:

1. Those separating employment due to retirement;
2. Members of a deceased employee's estate; or
3. Effective June 8, 2000, those who separate from employment*, are at least age fifty-five (55), and have at least:
 - fifteen (15) years of service under TRS 2;
 - ten (10) years of service under TRS 3;
 - fifteen (15) years of service under SERS 2; or
 - ten (10) years of service under SERS 3.

No more than 180 sick leave days shall be eligible for conversion. Contact the **Department of Retirement Systems in Olympia at (800) 547-6657** for information on your years of eligible service, or verify with Payroll.

** This revision to RCW 28A.400.210(2) only applies to the plans listed above—not TRS 1 or PERS 1 Plan members. This amendment reflects the philosophy behind Plan 3, which emphasizes portability and eliminates some of the financial penalties for pre-retirement career changes.*



Vacation Buy Back

For those eligible, all accrued vacation hours (limited to a maximum of thirty (30) days) are cashed out at the time of separation up to the limits of collective bargaining agreements, District Policy and State Law. Contact Payroll to determine if you are eligible for payment.

Change of Address

If you are moving, we ask that you provide us with your forwarding address so that we can send you important tax information and other Payroll/Personnel records. If you know of a change at the time of your separation, please complete the online address change form and/or provide it as part of your separation notice letter. If a change occurs later, contact Human Resources to ensure that your current address and phone number is on file. Retirees must make any address changes directly with DRS after retirement.

Absence Reports

All absence reports must be turned in prior to separation, including those for vacation that you may plan to use before you leave.

Time Sheets

All time sheets must be turned in to Payroll well in advance of your separation date to ensure proper payment on your final check. Time sheets submitted after your separation of employment will be considered invalid.



Annuities

Contact your tax-sheltered annuity agent directly. Your agent can provide information on continuation of your program or fund withdrawals.



Returning District Items

You will be asked to return your keys, District equipment, and/or any other related items prior to your departure. This typically takes place as part of the Separation process.

DO NOT leave employment without ensuring that these items are correctly processed.



Need Help?

Laurie McGinnis
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(360) 680-5756

Carrie Baxter
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(360) 680-5755

DEPARTMENT OF RETIREMENT SYSTEMS:
(360) 664-7000 or (800) 547-6657



Thank You

FOR YOUR
VALUED SERVICE TO THE
PORT TOWNSEND SCHOOL
DISTRICT.

WE WISH YOU THE
VERY BEST IN ALL YOUR
FUTURE ENDEAVORS.

