



Bay City ISD

Exiting Employee

Information Guide

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Last revised on 6/30/21

EXITING EMPLOYEE INFORMATION GUIDE

This Exiting Employee Information Guide has been assembled to assist you as you conclude your employment in Bay City Independent School District. It provides you with information regarding termination procedures, final pay, benefits, and other important information. The Package includes a Quick Reference Guide (Page 2) so that you know who to speak with if you have questions.

We would like to remind you of your obligations as a former employee of Bay City ISD under the Educators' Code of Ethics located in Policy DH. As you know, your employment with Bay City ISD places you in a position of trust within our organization and allowed you to have access to confidential student information.

Under the Code of Ethics, you have an obligation, even after the termination of your employment, to maintain the confidentiality of the student information. You also have an obligation to refrain from using or disclosing any such information other than for the benefit of the students.

We've made every attempt to ensure the accuracy of the information contained in the Exiting Employee Information Guide. However, if there is any discrepancy between the benefit descriptions and the insurance contracts or other legal documents, the legal documents will always govern.

Bay City Independent School District appreciates your contribution to students and wishes you future success in all your endeavors!

YOUR RESPONSIBILITIES

❖ **Submit your letter of Resignation**

An employee who desires to voluntarily resign from the District should submit a notice to his or her supervisor generally two weeks in advance of the intended resignation date. You should indicate if you are retiring through TRS. Please complete the Employee Resignation Form found on page 10 or you may also access it here: [Employee Resignation Form](#)

❖ **Return District Property**

The following items must be returned to your Supervisor or designee before your departure from the school district:

- Parking permit, identification badge
- All keys, including keycards
- Computers and electronic equipment
- Equipment provided for home or travel use
- Files, folders, manuals and/or records
- Any other school property, including uniforms
- Repay any outstanding district debt

❖ **Complete the Exit Interview Survey**

Your opinion is important to us! Please go to the following link to complete the survey:
<https://www.surveymonkey.com/r/ExitSurvey21-22>

❖ **Request Service Records**

To request your Service Records call or email Jordan Krauskopf at (979) 401-1018 or jkrauskopf@baycityisd.org.

❖ **Employee Portal**

Employee Portal can be accessed from the District website at www.bcblackcats.net. On the Home page click on: STAFF, DOCUMENTS & LINKS, then under HR/Business Link: click [EMPLOYEE PORTAL](#)

Employee Portal will provide you with the following important information:

- Paychecks- View and print current or historical checks
- W-2, Wage and Tax Statements- View and print current or historical statements

WHAT HAPPENS WITH MY FINAL PAY?

FINAL PAY

If an employee's departure from BCISD is between the 1st and the 5th of the month, they can expect payment on the 15th of that month, if their departure is between the 6th and the end of the month they can expect payment on the 15th of the following month. Please note that there can be exceptions to this rule, and we will make every effort to make the final payment promptly.

If an employee completes their assignment or contract, then pay will run through the 15th of the last month of their contract. In order to be paid in a lump sum payment, an employee must be terminating employment and request the payoff, in writing, to the Business Department by the 5th of the month in which they request the payoff.

When an employee who has used more leave than he or she had accumulated ceases to be employed by the district, **the cost of the unearned leave days shall be deducted from the employee's final paycheck.** The final check will be Direct Deposited. The only exception is if the Business Office is asked to hold the check for personal pickup pending return of district property.

ACCESS TO PAYROLL CHECKS AND W4 INFORMATION

This can be located from the District website at www.bcblackcats.net, under **STAFF > DOCUMENTS & LINKS > EMPLOYEE PORTAL**

Exiting employees will be able to view payroll check stubs as well as W-4 information, for more information please contact the business office at (979) 401-1005. **Once employees have resigned and received their final check; exiting employees will be considered inactive and will no longer have portal access.*

WHAT HAPPENS TO MY LEAVE BALANCES?

PAYMENT OF LEAVE AT RETIREMENT **(See DEC LOCAL)**

An employee who leaves the district with 10 or more years of service may request payment of up to 20 days of unused local sick days to be paid at the average daily rate of employee's last 5 years in the district.

Contract employees – you must give 30 days' notice before your last day of work. Non-contract employees must give 2 weeks' notice before their last day.

REMAINING LEAVE AT RESIGNATION

Any state leave accumulated prior to separation from the district will appear on your service record and will be honored at any Texas public school district.

Local 1/2 day extended leave, issued prior to 2008, is NOT subject to any reimbursement of leave.

WHAT HAPPENS TO MY BENEFITS?

Employees Who Terminate Prior to the End of Their Contract

If an employee terminates employment with the District before completing the number of work days assigned to their contract, the insurance and benefits will end at midnight on the last day of the calendar month in which the termination is effective.

Employees who terminate on or After the Last Day of Their Contract

For those employees that have terminated employment on or after the last day of their contract, the District will terminate the benefits on July 31st for coaches or August 31st for teachers (per the House Bill 973).

- **Medical – COBRA Continuation Coverage**

An employee may choose to keep their current benefit coverage longer by enrolling in a COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985). Under COBRA, the employee and all dependents that were covered on the TRS ActiveCare Medical plan, while actively at work, may continue that same coverage for up to 18 months if elected. Once the employee's termination has been processed in our system, an election packet will be sent to them from Blue Cross Blue Shield-Bswift for the COBRA coverage. The employee will remit their premiums directly to the COBRA administrator.

- **Dental & Vision– COBRA Continuation Coverage**

Employees can also elect to have COBRA coverage for their Dental & Vision. If an employee is interested in continuing coverage, they will receive information from National Benefit Solutions (NBS), to enroll in COBRA Dental & Vision. You can contact Allison Benefit Consultant for more information. Once payment is received insurance coverage will be retroactively effective the day after their benefits expired from the district.

COBRA Administrator for Medical:

Bswift COBRA Department
P.O. Box 2780
Omaha, NE 68103-2780
1-833-682-8972

Allison Benefit Service:

Office: 979-244-3218
1805 5th Street, Suite 201
Bay City, TX 77404

- **Flexible Spending Accounts (FSA) and Dependent Care Spending Account (DCSA)**

The use of the Flex Account and Dependent Care Account will continue through the employees' benefits termination date. If an employee has any unused balances in their Medical FSA account and/or their Dependent care account, they can be reimbursed for eligible expenses incurred prior to the termination date. NBS: 1-800-274-0503 www.nbsbenefits.com

- **Portable Benefits**

If an employee is wanting to continue any of the benefits they currently have, they can contact the provider directly to set up their continuation of coverage. Below is a list of our current benefits that are portable with the contact information:

Plan	Company	Phone Number
Hospital Indemnity Plan	The Hartford	800-523-2233
Cancer	American Public Life	800-256-8606
Accident	The Hartford	800-523-2233
Critical Illness	The Hartford	800-523-2233
Voluntary Life	The Hartford	800-523-2233
Dental	Ameritas	800-487-5553
Identity Theft	InfoArmor	800-789-2720

- **403(b) Account**

The money an employee contributes to a 403(b) retirement account is always their money, regardless of how long they have worked for BCISD. There are several things that an employee can do with their 403(b) account after leaving the district.

- Leave it with the current 403(b) vendor; contributions can no longer be made through the district
- Roll it over to a traditional IRA account
- Transfer money from one 403(b) account to another to consolidate the funds
- Cash Distribution – Taxes may be withheld and penalties charged

You can contact TSA Consulting Group if you have any questions about your 403(b) accounts.

Phone: 888-796-3786

Website: www.tsacg.com

- **457 Account**

The money an employee contributes to a 457 retirement account is always their money, regardless of how long they have worked with BCISD. There are several things that an employee can do with their 457 account after leaving the district.

- Transfer your vested account balance to another tax-advantaged plan that accepts rollovers
- Take a lump-sum or partial distributions
- Elect monthly, quarterly or annual installment distributions
- Defer distributions until a later date (but no later than attainment of age 70 ½)

You can contact TSA Consulting Group if you have any questions about your 403(b) accounts.

Phone #: 888-796-3786

Website: www.tsacg.com

TEACHER RETIREMENT SYSTEM OF TEXAS

IF YOU ARE PLANNING TO RETIRE:

If you are planning to retire it is recommended that you contact the Teacher Retirement System of Texas (TRS) six months prior to your anticipated retirement date to allow yourself enough time to complete and submit all required forms. Start the retirement process by submitting a completed *Request for Estimate of Retirement Benefits* form (TRS 18) to receive a retirement packet. You may do this electronically, from the *MyTRS* section of the TRS website, or you may print Form TRS 18 from the forms section of the website, complete it and mail it to TRS.

After TRS receives your TRS 18 you will receive a retirement packet with the forms you need to select your retirement date and your retirement payment plan. When you receive your retirement packet, follow the instructions in the packet.

If you have questions regarding retirement, please contact TRS at 800-223-8778

If you wish to withdraw your Teacher's Retirement, you can call 1-800-223-8778, or go online to www.trs.texas.gov to obtain the forms. The above information is as accurate as the district can determine. TRS Updates regulations quite frequently and TRS always has the most up to date information.

WORKING AFTER RETIREMENT

Generally, all retirees, both normal-age and early-age, must wait one full, complete calendar month after retirement before returning to work. Please note that you must observe TRS restrictions on negotiating for future employment, or you could revoke your retirement.

For more information about working after retirement refer to Teacher Retirement System of Texas Employment after Retirement Brochure located under the Retirees and Beneficiaries section at www.trs.texas.gov

Bay City Independent School District

Separation Check List

- Resignation/Retirement letter turned into Human Resources:
lhines@baycityisd.org
- Submit request for reimbursement for local leave to Business Department.
- TRS Form 7 turned into Carmen Andrews: candrews@baycityisd.org
- Permanent address and email address provided via BCISD Exit Survey (see link below) <https://www.surveymonkey.com/r/ExitSurvey21-22>
- BCISD Exit Survey Completed
- Contact Benefits office if necessary: jkrauskopf@baycityisd.org
- Notified of my right to continuation of health insurance under COBRA
- Keys/Swipe card returned to campus contact
- All technology equipment turned into campus contact
- Office/classroom/workspace clear of personal items by agreed upon date
- Uniforms and any other district property returned

Please Note: in most cases, employee email and all other technology access will be deactivated immediately following your last work day.



Employee Resignation Form

(Please complete, print, sign, and send to Human Resources)

Please follow the instructions in the "employee Section" below to notify Bay City ISD of your resignation. **It is not necessary to present an additional document/letter.** Upon acceptance of this resignation by the Superintendent, you will be contacted by a Human Resource representative for additional instructions. (Please complete, print, sign, and send to Human Resources.)

Employee Section		
Please complete, print, sign, and send to Human Resources		
Last Name:	First Name:	Bay City ISD ID#
Campus/Dept:	Position:	Last 4 Digits Social Security #:
Check One: <input type="checkbox"/> Fulfilling contract/assignment <input type="checkbox"/> Breaking contract/assignment		Last Date to Work:
Reason for Resignation (check one): <input type="checkbox"/> Retire through TRS <input type="checkbox"/> Lateral move to another school district <input type="checkbox"/> Promotion to another school district <input type="checkbox"/> Family/personal obligation <input type="checkbox"/> Relocation/job transfer <input type="checkbox"/> Pursuit of career outside of education <input type="checkbox"/> Other: (note reason) _____		
Signature:		Date:
Email:		
Principal/Supervisor Signature:		Date:
FOR HUMAN RESOURCES USE ONLY		
Date Received in HR:		
Accepted by Superintendent/Human Resources Representative:		Date Accepted:

Human Resources
06/23/2021

BCISD CONTACTS

Lisa Volkmer	Chief HR & Federal Compliance Officer	979-401-1004 lvolkmer@baycityisd.org
Rick Johnson	Chief Financial Officer	979-401-1015 rjohnson@baycityisd.org
Jordan Krauskopf	HR Benefits & Recruitment Manager	979-401-1018 jkrauskopf@baycityisd.org
La Wanda Hines	Human Resource Clerk	979-401-1002 lhines@baycityisd.org
Kayla Cobb	Risk/Leave Manager	979-401-1015 kcobb@baycityisd.org
Carmen Andrews	Payroll Clerk	979-401-1013 candrews@baycityisd.org
Elsa Valadez	Accounts Payable Clerk	979-401-1025 evaladez@baycityisd.org