



Conroe Independent School District

Employment Separation Information Guide

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Introduction

We designed this Employment Separation Information Guide to assist you as you conclude your employment with Conroe Independent School District (CISD). It provides you with details about termination procedures, final pay, benefits, and other important information. A contact list on the last page will help you know who to speak with if you have questions. All inquiries about prospective resignations will be handled in a confidential manner by the Human Resources and Payroll Departments.

As you know, your employment with CISD places you in a position of trust within our organization and allows you to have access to confidential student information. Please be reminded that under the Code of Ethics located in Policy DH, you have an obligation, even after your separation of 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.

Every attempt has been made to ensure the accuracy of the information contained in this guide. If there is any discrepancy between the benefit descriptions and the insurance contracts or other legal documents, the legal documents will always govern.

We appreciate your service to the students and community of CISD, and we wish you future success in all you do!

Your Responsibilities

Notify Your Principal/Director and Submit an Electronic Employment Separation Form

1. Sign in to the [CISD SSO](#) and open the Employee Portal folder. If using a mobile device, including a tablet, it is recommended to access the SSO from the ClassLink LaunchPad app instead of a web browser. **If you do not have Internet access**, submit a written notice of your resignation to your campus principal or department director.
2. Select the E-Separation Employees tile. The first section of the form is entitled "Employee Contact Information."
 - a. Fill in your contact information. Fields noted with a red asterisk (*) are required in order to submit the *Employment Separation Form*.
 - b. In the "Last Day Worked" field, enter the last day you intend to work for CISD. This should be a day in your work schedule and will be your last day of employment with CISD.
 - i. If you are on an approved leave of absence, then your last day worked should reflect your last day of employment with CISD. You should also select "Yes" for "Currently on an approved leave."
 - ii. If you have been hired to work summer school, then your last day worked should reflect a date at the conclusion of summer school. You should also select "Yes" for "Summer Employment in CISD" and provide your summer employment location. This will ensure you continue to have access to your email and electronic accounts throughout the summer school program.
3. The second section of the form is entitled "Request Information."
 - a. You must select from the drop-down menu a reason you are requesting separation from employment.
 - b. If you wish to provide additional comments with your employment separation form, please do so in the comments section provided. This section is limited to 600 characters.
4. Submitting the form:
 - a. Review the form you have completed and ensure it is accurate. Once you are satisfied with the form, please click "Next Step."
 - b. If your last day worked is on or after the last day of instruction for the school year, a "Benefits Information" screen will appear. Select whether you wish to continue your insurance coverage through the summer months under Texas Education Code provisions, or if you wish to terminate coverage as soon as possible. Click "Next Step."
 - c. The "Employment Separation Form Review" screen will appear. When you are ready to submit the form to Human Resources, click "Submit." Your principal/director will receive notification of your employment separation. Once your administrator electronically signs the separation form, it will be sent to Human Resources. You will then receive an email with detailed information about your separation from CISD.
 - d. The "Employment Separation Form Signature" screen will appear, confirming the date you signed your form. Use the "Print Form" button to retain a copy of your form.

Important Information for Contract Employees

You may resign your position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted electronically by using the E-Separation Employees tile in the CISD SSO > Employee Portal folder. You may resign at any other time only with the approval of the Superintendent or the Board of Trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

Important Information for Noncontract Employees

You may resign your position at any time. A written notice of resignation should be submitted electronically by using the E-Separation Employees tile in the CISD SSO > Employee Portal folder.

Return District Property

You must return the following items to your supervisor or designee before your departure from the school district:

- Parking permit (if applicable), identification badge
- All keys, including keycards
- District issued technology and electrical equipment
- Equipment provided for home or travel use
- Books, files, folders, manuals, and/or records
- Any other school property, including uniforms
- Repay any outstanding district debt

Ensure Your Current Address is on File

Sign in to the Employee Access Center (EAC) and ensure the correct address is on file. To get to the EAC, sign in to the [CISD SSO](#), open the Employee Portal folder, and select the Employee Access Center tile.

If changes are needed, use the "Update" button and edit your information – be sure to click the "Submit" button after making changes. Your final pay voucher and COBRA notice, if applicable, will be mailed to the address on record. If you need to change your address in the future and cannot log in to the EAC, then complete the Name/Address/Telephone Change form available online at www.conroeisd.net/hr/existing-employees and return it to the Human Resources Department. Maintaining a current address is important for ensuring you receive required tax documents.

What Happens with my CISD Accounts and Records?

Access to CISD Accounts

All CISD user accounts such as Single Sign On (SSO), Outlook email, Eduphoria, etc. will be disabled immediately after your last day worked and will be deleted completely 15 days after the last day worked. The only exception is Employee Access Center (EAC); you will still be able to log in to EAC from a District computer to view your employment information, paycheck history, tax forms, etc. To prevent losing Google account files, you must transfer ownership of your documents to another CISD employee before your last day worked; to transfer ownership, contact your campus principal/department director.

Appraisals, Professional Development Documents, and Contracts

Once you have separated employment with CISD and you no longer have access to CISD login pages, you will also lose your ability to view any annual appraisals and professional development documentation that have been stored on Eduphoria. Therefore, it is necessary for you to log in to Eduphoria, using the [CISD SSO](#), and print any appraisals and professional development documentation that you would like to maintain for your own files.

To obtain a copy of your most recent contract, sign in to the [CISD SSO](#), open the Employee Portal folder, and select the Employee Access Center (EAC) tile. Under Employee Tasks, click Documents, then click the document description. The document will open in a new window for you to print and/or save.

Once you have lost access to CISD accounts, you may contact the Human Resources Department at 936-709-7859 to obtain your personnel records.

Service Records

You may request copies of your credentials/records by completing the Credentials/Records Request form available online at www.conroeisd.net/hr/existing-employees and returning it to the Human Resources Department.

Public Information on Privately Owned Devices

Pursuant to state law, if you maintain public information created or received while acting in your official capacity as a District employee on a privately-owned device, you must preserve the public information in its original form in a backup or archive on the privately-owned device.

What Happens with my Final Pay and Leave Balances?

Final Paycheck

Your final pay amount will be calculated using wages earned (hours/days worked, paid leave), less unearned leave taken, less wages already paid. The Payroll Department issues final checks in accordance with District procedures and the District pay schedule, unless doing so will result in an overpayment.

If you complete your work schedule for the school year, then you will continue receiving paychecks through the last paycheck of your check cycle unless doing so will result in an overpayment; a lump sum payment is not available. The CISD Payroll Department offers additional information online at www.conroeisd.net/financial-services/payroll.

Please contact the Payroll Department at 936-709-7722 with additional questions about your final paycheck.

State Days

Any earned but unused state days will be reported on your service record. These days may be carried with you to other Texas school districts or qualified institutions. According to policy DEC(LOCAL), you will not receive payment for unused state days unless you are officially retiring through TRS AND your most recent date of hire with CISD was before July 1, 1988; limits apply to the number of days an employee may be paid for unused leave. If you qualify to receive pay for unused days, you will be paid at your daily rate. **A deduction shall be made on the final check for any unearned leave already taken.**

Local Days

Compensation for any earned but unused local days will be paid to you on your final paycheck, as long as a final paycheck has not already been issued in accordance with your last day of employment. Payment for each accumulated day will be at the current standard certified substitute teacher daily rate for professional staff and at the substitute paraprofessional daily rate for paraprofessional and auxiliary staff, up to a maximum of \$5,000 (Policy DEC(LOCAL)). To be eligible for payment, the separation must be voluntary (i.e. resigning or retiring). **A deduction shall be made on the final check for any unearned leave already taken.**

Off-duty Days

Your off-duty days are not paid leave and are not included in the calculation of your final pay for actual days worked.

Vacation Days

Compensation for any earned but unused vacation days will be paid to you on your final paycheck at your standard rate of pay. **A deduction shall be made on the final check for any unearned leave already taken.**

What Happens to my Benefits?

Generally, your benefits coverage ends the last day of the month of your last day worked. The detailed email sent to you after your supervisor signs your Employment Separation Form will include the date your benefits coverage ends as an active employee.

SPECIAL NOTICE ABOUT COVERAGE END DATES FOR EMPLOYEES SEPARATING FROM EMPLOYMENT ON OR AFTER THE LAST DAY OF INSTRUCTION ON THE SCHOOL CALENDAR

Texas Education Code allows school district employees who resign or retire after the last day of the instructional year to continue insurance benefits through the summer months following that specific school year (June, July, and August). To comply with this legislation, CISD will terminate your active employee benefits **according to the choice you enter** when you submit your Employment Separation Form.

If you choose to continue benefits, your coverage will end August 31 of the calendar year of your separation date. Premiums will continue to be payroll deducted in accordance with the pay schedule. If your final paycheck will be issued prior to August 15 (or a preceding work day if the 15th falls on a weekend), and it will not cover premiums through August 31, then you must make a payment to CISD. The payment must be received at least 15 days before your final paycheck date. Refer to the payment instructions in the detailed email sent to you after your supervisor signs your Employment Separation Form. If payment is not received, your coverage will be terminated on the last day of the month for which premiums were paid.

If you choose to terminate your benefits as soon as possible, your coverage will continue through the later of the last day of the month of your last day worked, or the last day of the month of the date you create your Employment Separation Form.

Whether you choose to continue benefits through August 31 or terminate benefits as soon as possible, COBRA continuation coverage will be offered, as applicable, to allow you to extend coverage beyond the date your active employee coverage ends.

Continuation of Coverage After Active Employee Coverage Ends

You may continue qualifying coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). First Financial Administrators, the District's COBRA plan administrator, will automatically mail a COBRA election notice to you. Ensure your address is up to date. The packet will explain your election rights and costs for coverage. If you have questions about COBRA election procedures, please contact First Financial Administrators at 1-800-523-8422 or COBRA@ffga.com.

You may be able to continue other supplemental group benefits by porting or converting your coverage, subject to the continuation provisions described in the policy. You may continue individual policies by setting up direct payment with the insurance company.

Benefit Plan	COBRA Eligible	Portable	Convertible
Medical	YES	NO	NO
Dental	YES	NO	NO
Vision	YES	NO	NO
Health Savings Account (HSA)	Funds deposited in your HSA belong to you. If you have a positive account balance at the time your HDHP coverage terminates, then your HSA will be transitioned to a retail account with UMB Healthcare Services.		
Health Flexible Spending Account (Health FSA Account)	YES	NO	NO
Dependent Care Flexible Spending Account	NO	NO	NO
Alternate Plan	NO	NO	NO
Accidental Death & Dismemberment (AD&D)	NO	NO	YES
Cancer	NO	YES	NO
Critical Illness	NO	YES	NO
Disability	NO	NO	NO
Hospital Indemnity	NO	YES	NO
Legal Protection	NO	NO	NO
Life – Group Term	NO	YES	YES
Life – Term	Contact the insurance carrier to change payment method		
Life – Permanent	Contact the insurance carrier to change payment method		
Long-Term Care	Contact the insurance carrier to change payment method		

Teacher Retirement System of Texas (TRS)

Please contact TRS at 1-800-223-8778 or online at www.trs.texas.gov with questions about your TRS account. CISD cannot provide guidance or financial advice regarding TRS accounts.

If you plan to request a refund from TRS, please complete the TRS 6: Application for Refund and mail the original document to TRS. The form is available online at www.trs.texas.gov. **If you are retiring**, please submit the original TRS 7: Notice of Final Deposit before Retirement and School Official Certification of Salaries from your TRS retirement packet to the CISD Payroll Department. Please note that TRS forms are completed and submitted to TRS **after** your final paycheck has been issued.

Planning for retirement

Planning ahead can help ensure a smooth transition into retirement. Visit the TRS website at www.trs.texas.gov to review your retirement options and a timeline for the retirement process. Be aware that TRS suggests starting the retirement process 10-12 months before retirement.

FICA Alternative Plan

For assistance with your FICA Alternative Plan account, please contact TCG Administrators at 1-800-943-9179 or by email at 457@tcgservices.com. These funds are retained in an account with Region 10 RAMS, and distribution request forms are available online at <https://region10rams.org>.

Voluntary Retirement Savings Plans

403(b)

Your funds will remain in your retirement savings account. For distribution options and other assistance with your 403(b) account, please contact a First Financial Administrators retirement services specialist at 1-800-523-8422 or visit their website at www.ffga.com.

Ffinvest 457(b)

Your funds will remain in your retirement savings account. For distribution options and other assistance with your Ffinvest account, please contact TCG Administrators at 1-800-943-9179 or visit their website at www.tcgservices.com.

What Else Should I Know and Do?

Substituting in Conroe ISD

If you are interested in becoming a substitute with CISD, please go online and fill out a "Substitute Application" at www.conroeisd.net/hr. Once the Substitute Office receives your application, you will be contacted about the next step in the hiring process. Additional information is available online at www.conroeisd.net/hr/substitutes. You will not be eligible for hire in any capacity, including as a part-time or substitute employee, until the month following the issuance of your final paycheck.

Employment After Retirement

Individuals receiving retirement benefits from the Teacher Retirement System of Texas (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their

benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement*. For additional information, call TRS at 1-800-223-8778 or visit the TRS website at www.trs.texas.gov.

Medicare

You may be eligible for Medicare benefits. For more information, go to www.medicare.gov or call 1-800-772-1213.

Employment Separation Checklist

- Notify principal/director and submit Employment Separation Form
- Return all CISD property by last day of employment (or other date agreed upon with principal/director)
- Clear all personal items from CISD facilities by last day of employment (or other date agreed upon with principal/director)
- If retiring, send original TRS 7: Notice of Final Deposit from TRS retirement packet to CISD Payroll Department
- If requesting a refund from TRS, complete TRS 6: Application for Refund and mail original document to TRS
- If moving to another district, complete Credentials/Records Request form and return to CISD Human Resources Department
- Review and consider available health care options once CISD coverage ends – adhere to enrollment deadlines, typically within 31 calendar days of coverage end date for other employer plans or 60 calendar days after coverage end date for Marketplace plans and COBRA continuation coverage
- If porting, converting, or continuing supplemental insurance, contact appropriate entity – adhere to deadlines, typically within 31 calendar days of coverage end date

Important Contacts

Department/Topic	Email/Website	Phone
403(b) Retirement Savings Plan	www.ffga.com	1-800-523-8422, option 2
457(b) FFinvest Retirement Savings Plan	www.fcgservices.com	1-800-943-9179
CISD Human Resources	www.conroeisd.net/department/hr/	936-709-7859
CISD Human Resources – Benefits	BenefitsOffice@conroeisd.net	936-709-7808
CISD Human Resources – Substitutes	Substitutes@conroeisd.net	936-709-7710
CISD Payroll Department	Payroll@conroeisd.net	936-709-7722
COBRA Continuation Coverage	COBRA@ffga.com	1-800-523-8422, option 4
FICA Alternative Plan	457@tcgservices.com	1-800-943-9179
Medicare	www.medicare.gov	1-800-772-1213
Social Security Administration	www.ssa.gov	1-800-772-1213
Teacher Retirement System of Texas (TRS)	www.trs.texas.gov	1-888-223-8778