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Dear Employee Separating From Service:

We thank you for the support and dedication you have demonstrated to the students of the Spotsylvania County Public Schools. We wish you the very best in your new endeavors. This exit packet is designed to assist you in the process of separating from service with Spotsylvania County Public Schools. We value your contributions to our Division and want to provide employees with all the necessary forms and answers to some of the most frequently asked questions (FAQs). We hope that this exit packet and FAQs are helpful and we welcome your feedback. Again, thank you!

Enclosed you will find information regarding the following topics:

- Change of Address
- Health Insurance coverage
- COBRA (Consolidated Omnibus Budget Reconciliation Act)
- Last paycheck/payout check
- Unused leave (sick leave, personal leave, and annual leave)
- FLEX Spending Accounts and Dependent Daycare Accounts
- Mark III products
- Virginia Retirement System (VRS)retirement accounts
- Optional Group Life Insurance (GLI)
- Tax Shelter Annuity accounts
- Spotsylvania County Schools' network and email accounts
- Returning Spotsylvania County School Division property
- Returning to work as a substitute teacher
- Exit Survey

Should you have any questions or concerns regarding the information included in this packet, please feel free to contact the Benefits Specialist for the school division at 540-834-2500, ext 1500.

Once again, I would like to take this opportunity to thank you for your service.

Best wishes,
Michelle L. Colbert, Ed.D.
Executive Director of Human Resources

Together - we prepare our students for their future.

FREQUENTLY ASKED QUESTIONS

How can I update my address if I am moving?

You should login to Employee Self Serve and update your address in Munis *if* you are moving to a new location. Updating your insurance will ensure that your W4 and any other pertinent information reach you in a timely manner.

When will my health insurance coverage end?

Your health insurance coverage will cease at the end of the month following the month the last premium was deducted. For example, if the premium was deducted from your January paycheck, your coverage is effective through the end of February. The premium will be deducted from your final paycheck unless you submit a request in Employee Self Serve that supports a Qualifying Mid-Year Event.

Am I eligible to enroll in COBRA? And if so, how does that process work?

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires that most employers who sponsor health plans offer employees and their families the opportunity for a temporary extension of health coverage at group rates in certain instances where coverage under the plan would otherwise end. To be eligible for COBRA, the employee must meet one of the following criteria: termination – voluntary or non-voluntary, retirement, termination/retiree/Medicare, death, in-eligible dependent, reduced hours, or leave of absence – FMLA (Family and Medical Leave Act). Spotsylvania County Schools has a Third Party Administrator (TPA), Flexible Benefits Administrators, Inc., who administers COBRA for the school division. Spotsylvania County Schools notifies the TPA of the date that the coverage will cease for all COBRA eligible employees. The Third Party Administrator will contact these eligible employees regarding enrollment. If you opt to enroll in COBRA, your coverage will be made retroactive to the date that your coverage would have ceased. Therefore, there will be no lapse in coverage for you.

When will I receive my last paycheck/payoff check?

If you resign prior to the end of your contract, you will normally receive your last paycheck at the end of your last month of employment. You will receive a statement from the payroll office which shows the calculations of any applicable payouts of your contract. If you should have questions regarding your last paycheck, please contact the payroll office. All resignations must be School Board approved.

If you resign at the end of your contract, your paychecks will be processed per School Board Policy policies and regulations. If you are a 10-month employee, you will receive a paycheck at the end of May, the end of June, and the end of July. If you are an 11-month employee, you will receive a paycheck at the end of June and the end of July. If you are a 12-month employee, you will receive a paycheck at the end of June.

What happens to my unused sick leave and personal leave days?

Per School Board policy, an employee is paid their unused sick leave and personal leave days when they **retire**. If you **resign** your position, your sick leave days either remain on the books with Spotsylvania County Schools or, if you are employed by another school division in the Commonwealth of Virginia, we will transfer those days to that school division if their School Board policy allows. When you **resign**, your personal leave days are converted to sick leave days and are treated according to School Board Policy.

What happens to my unused annual leave days?

If your position allowed you to earn annual leave, per School Board policy, you will be paid for any unused annual leave via rollover to a 403(b) tax shelter annuity. A *Payout of Unused Leave* form **must be completed and submitted to the Payroll Office**. Once your last paycheck has been processed and the leave balance is determined, payment will be submitted to the Third Party Administrator to be applied to the 403(b) vendor you elected on the completed *Payout of Unused Leave* form. This entire process may take up to a month after your last paycheck is received. It is your responsibility to meet with and set up an account with one of Spotsylvania County Schools' approved 403(b) vendors **prior to** submitting the *Payout of Unused Leave* form to the Payroll Office. The *Payout of Unused Leave* form and the list of approved 403(b) companies are enclosed for your convenience.

What happens to my FLEX Spending Account or Dependent Childcare account when I resign/retire?

The FLEX Spending account/Dependent childcare account administrator (Mark III) will be informed of your resignation/retirement date and as such, eligible purchases must be made prior to that date in order to be reimbursed. In addition, you may be reimbursed for eligible expenses up to the amount you have actually had withdrawn from your paychecks for the plan year of October 1 to September 30. If you have a positive balance (payroll deductions are greater than the amount you have received in reimbursement) in your FLEX Spending Account at the time of your termination, you may continue participation in the FLEX Spending/Dependent Childcare account for the remainder of the plan year. If you want to remain in the FLEX Spending/Dependent Childcare account, you can do so by selecting one of the COBRA options.

If you prefer to terminate your participation and contribution to the FLEX Spending/Dependent Childcare account, any balance in your account on the date of termination will be forfeited if expenses were not incurred prior to the date of termination. For more detailed information, please call the **Payroll Department at 540-834-2500, ext.1000 or Flexible Benefit Administrators at 1-800-437-3539**.

What happens with the Mark III products for which I was enrolled when I resign/retire from my position?

Unlike your health insurance premiums, for Mark III products, Spotsylvania County Schools deducts the premium from your paycheck the month the coverage is effective. Therefore coverage would cease at the end of the month that your last premium was deducted. Regarding continuation of the Mark III products, please see the information below for each Mark III product offered:

- **AUL (American United Life Insurance Company) Short-term Disability** – Once an employee is on the AUL disability plan for 12 months, you may keep the coverage for one year at the same cost

without evidence of insurability. You have 30 days from your date of separation to contact AUL to keep your coverage by calling **1-800-553-5318**.

- **Texas Life Whole Life Insurance** – When you leave employment, you may continue your Texas Life Whole Life coverage by having the premiums that are currently deducted from your paycheck changed to be drafted from your bank account. **You may do so by contacting Texas Life at 1-800-283-9233 prompt #3.**
- **CAIC (Continental American Insurance Company) policies** – You may continue your CAIC Accident, CAIC Hospital Indemnity, or CAIC Critical Illness and Allstate Cancer policies by having premiums that are currently deducted from your paycheck drafted from your bank account or billed to your home. For more information contact Allstate at 1-800-521-3535 or CAIC at 1-800-433-3036.

What happens with my Virginia Retirement System (VRS) account if I resign? Can I take a refund of the money in my VRS account?

If you leave covered employment and do not retire, you can take a refund of your member contributions and interest in your member contribution account or leave your funds with the Virginia Retirement System (VRS) and become a deferred member.

VRS Website: varetire.org

VRS Phone Number: 1-888-827-3847

If you request a refund and are **vested** (you have at least five years – 60 months - of service credit), you are eligible for a full refund of your member contribution account balance. If you are not vested, you are eligible for any contributions you have made to your member contribution account, plus interest. You are not eligible for a refund of any contributions made by your employer or the interest on these contributions. Taking a refund cancels your membership and eligibility for any future benefits. Refunds of pre-tax contributions paid directly to you are subject to income taxes. To apply for a refund, log in to myVRS to submit your refund request. [Please read the IRS 402\(f\) Special Tax Notice pdf icon before requesting your refund.](#) If you take a refund and return to covered employment, you may be eligible to purchase your refunded service.

What happens if I resign and want to leave the money in my Virginia Retirement System (VRS) account?

If you leave your funds with the Virginia Retirement System (VRS), you will become a **deferred member**. If you are vested (you have at least five years – 60 months - of service credit), you may be eligible for a future retirement benefit if you meet the age and service requirement for your plan. If you return to covered employment, member contributions and the service credit you earn upon reemployment will be added to your member record. As a deferred member, you remain eligible to request a refund of your member contributions and interest. You will receive full or partial refund depending on whether you are vested. If you have a change of address, please be sure to notify VRS of this change.

What happens to my optional group life insurance with the Virginia Retirement System through Minnesota Term Life?

To get information on converting or keeping the term life insurance coverage, **please contact Minnesota Life at 1-800-441-2258.**

What happens to my 403(b) or 457(b) tax shelter annuity accounts when I resign/retire?

Spotsylvania County Schools has a Third Party Administrator, (Admin Partners, LLC), who administers our 403(b) and 457(b) plans. Please contact Admin Partners, LLC at 1-877-484-4400 regarding your tax shelter annuity accounts or you may contact the agent for your particular 403(b) or 457(b) account.

When will my network and email accounts with Spotsylvania County Schools be disabled?

All network dependent accounts, (Synergy, Blackboard, etc.) and email account (GOOGLE GApps) will be disabled once you are processed out of the system. For those leaving service **during** the school year, this may take approximately two weeks after your final paycheck. For those leaving service at the **end** of the school year, your accounts will be disabled effective June 30.

When and to whom do I return school property (keys, computers, etc.)?

All school property should be given to your immediate supervisor or building level administrator on the last day that you physically report to work. School property includes, but is not limited to, I. D. badges, computers, keys, equipment, and any school purchased materials or property.

Upon resigning my position, am I eligible to work as a substitute teacher? Yes, if you resigned in good standing and you are at least 21 years old. You must also complete an online application, submit documentation of your education, provide proof of a valid TB screening, **and** attend an orientation/fingerprinting session. A valid TB screening is one that is taken within the year of attending the substitute orientation. The online application for substitute teaching can be accessed by visiting the Human Resources page at www.spotsylvania.k12.va.us .

Upon retiring my position, am I eligible to work as a substitute teacher? Yes. There must first be a bonafide, one full month break in service per Virginia Retirement System regulations. You must also complete an online application, submit documentation of your education, provide proof of a valid TB screening, **and** attend an orientation/fingerprinting session. A valid TB screening is one that is taken within the year of attending the substitute orientation. The online application for substitute teaching can be accessed by visiting the Human Resources page at www.spotsylvania.k12.va.us .

Is there an exit survey that I am required to complete?

To help the Office of Human Resources better serve our current and future employees, please take a moment to complete the online [Spotsylvania County Schools Exit Survey](#). The exit survey will be e-mailed to you upon Board approval of your resignation or retirement.