SCHOOL YEAR 2021-2022 DECLARATION OF INTENT TO NOT RETURN (DINR)

Washington Teachers Union WTU Members FREQUENTLY ASKED QUESTIONS

What is the Declaration of Intent to Not Return (DINR) process?

The 2016-2019

District of Columbia Public Schools (DCPS) requires that members who do not intend to continue employment with DCPS the following school year are required to submit a DINR application no later than April 1 annually. This requirement applies to members who are retiring as well as resigning from the school system.

WTU members who submit the DINR application by April 1 annually, and who do in fact leave the school system of their own accord at the conclusion of the school year, shall be eligible for a one-time \$1,000 bonus payable by September 30 of the calendar year in which they leave DCPS. Members who do not submit the DINR application by April 1, but voluntarily separate from DCPS at the conclusion of the 2021-2022 school year or at any point before or during the 2022-2023 school year may be required to pay a \$1,000 penalty fine to DCPS.

Why does DCPS offer the DINR proce

How do I withdraw my DINR application?

To withdraw, log onto the DINR application through <u>http://octo.quickbase.com</u> between April 2 and April 30 and submit a request to withdraw. You will receive an email within twenty-four (24) hours confirming the withdrawal of your application. If you do not receive a confirmation email, your withdrawal request is not complete and your original request to resign or retire will be accepted and processed.

Will I be eligible to receive the incentive if I do not submit a DINR application?

No. If you do not submit the DINR application online, you will not be considered for the bonus payment. Additionally, if you voluntarily leave the system following the 2021-2022 school year, you will be subject to the \$1,000 penalty in the form of withheld compensation.

How do I know if I am eligible to retire?

WTU members who meet the criteria listed below are eligible to retire by 09/30/2022:

55 years of age and 30 years of service 60 years of age and 20 years of service 62 years of age and 5 or more years of service

Note that effective March 2, 2010, to be eligible for post-retirement health and life insurance coverage,

- (1) You must have at least ten (10) years of creditable District service; and
- (2) You must have continuous coverage under the District Health Plan for at least five (5) years immediately preceding your retirement date.

Is DCPS offering an additional incentive opportunities such as the Teacher Transition Award or an Earl - Out Retirement this ear

No. There is no plan to offer additional monetary incentives to separating employees.

Are DCPS employees who are not members of the WTU eligible to submit a DINR?

Yes. There is a separate DINR process for eligible members of the Council of School Officers (CSO) union. Only Principals and Assistant Principals are eligible to participate in the CSO DINR process.

I am a WTU member; however, I cannot access the DINR application. What should I do? You are encouraged to log onto the DINR Application when it opens on February 14, 2022 through the DCPS website (

If you are resigning, you will receive an acceptance of resignation letter and an explanation of the voluntary continuation of benefits process. Upon separation of employment, both resigning and retiring employees will receive the *Personnel Action Report SF-50 form* which is used to document your length of service with the District of Columbia Public Schools. Please note that these documents will be mailed on or after July 1, 2022 to the current address that you have on file in PeopleSoft.

What are the tax liabilities of the DINR bonus payment? The bonus payment is tax liable and will be counted in tax year 2022.

When will I receive the DINR bonus payment? You will receive the bonus payment no later than September 30, 2022.

How will I receive the DINR bonus payment?

Your bonus payment will be in the form of a paper check. The check will be mailed to your current address as reflected in PeopleSoft on July 1, 2022.

How do I cancel allotments and/or direct deposit?

If you would like to cancel your allotments or direct deposit you should submit changes through PeopleSoft at <u>http://pshcm.dc.gov</u> from a DC Government networked computer. Note that you will not have access to your account following your separation date. If you do not have access to a computer, you may use a computer at the Employee Services offices, which are located at 1200 First Street NE, 10th Floor, Washington, DC20002.

I am moving. When and how do I change my address?

To change your address, log onto PeopleSoft Employee Self Service (<u>http://ess.dc.gov</u>) from any computer to change your address on or before July 1, 2022. If you need to change your address after July 1, 2022, you will need to send a fax request to Employee Services at <u>dcps.pschangerequest@dc.gov</u>. The email should include your full name, employee ID number, and proof of the new address (government-issued identification with new address listed or a utility bill that reflects your name and the new address).

Note that all future correspondence from DOPS will be mailed to the address on file in PeopleSoft as of July 1, 2022. If you ever need to change your address with DOPS, follow the instructions as listed above.

What happens if I don treceive m bonus pa ment

If you do not receive your bonus payment by October 15, 2022, please contact the DOPS Office of the Chief Financial Officer at (202) 442-5330 and request a stop payment. You will be provided with a re-issue Request Form if the check cannot be located.

As a DINR participant, am I eligible to teach summer school this school year? Yes. As a DINR participant you are eligible to teach summer school.

Will I keep my benefits through the summer?

Yes. You will maintain your health and life benefits through June 24, 2022 (10 month WTU employees) or July 1, 2022 (11 month WTU employees Q[/F20370.3t*nBT1 0 0 1 445.27 246.65 Tm0 g0 Q[issu)4(e)-25(Requ)4(es)9(t)]TJ0f1 11.04 TfIQE

Can I return to DCPS after I receive the \$1,000 DINR bonus payment?

Yes, however, if you decide to return to DCPS within one (1) year of your separation date, you will be required to pay back the one thousand dollar (\$1,000) bonus payment through payroll deductions.

How do I appl for m Teachers Retirement Refund

Teachers who are resigning are eligible to apply for a refund of theirRetirement contributions. To obtaina Teachers' Retirement Refund Application please log onto http://dcps.dc.gov/page/declaration-intent. You musthave received your Personnel Action Report SF-50 Form from DCPS Employee Services to attach with your

How can I obtain a verification of my employment with DCPS?

DCRS is a nonline employment verification request system. To obtain a verification request online, please visit the <u>DCPS Employment Verification</u> website or the DINR website at <u>http://dcps.dc.gov/page/declarationintent</u>. Employee Services will require the following information at the time of the request: