



DCPS Employee Off-Boarding Guide (non WTU-CSO)

This employee off-boarding guide contains information that may be helpful to you as you prepare

PERSONNEL ACTION FORM

EMAIL & PEOPLESOFT ACCOUNT ACCESS

ADDRESS CHANGE

PAYROLL



Remaining leave balance(s): See next section on "Leave Balance(s)."

Unemployment: As a former employee of the District of Columbia, you can apply for unemployment through the DC Department of Employment Services (DOES). Note that individuals are not eligible to receive unemployment for the same period in which they are paid for days worked or severance.

LEAVE BALANCE(S)

Sick Leave: Sick leave does not have a cash value and therefore is non-compensable. If you choose to return to DCPS or DC Government within three calendar years of your separation date, your sick leave balance may be restored. Employees retiring from the Civil Service Retirement Plan or Teachers' Retirement Plan, however, may have the option to convert unused sick leave into additional service credit. Please refer to the "Retirement" section of this document for information about the retirement process.

Annual Leave (non-WTU employees): Your annual leave balance (if applicable) will be paid to you within 3-4 pay periods after your separation is processed by Employee Services*. It will be sent through the same process as your previous checks (e.g., direct deposit). If you do not receive your annual leave pay within this timeframe, please contact Employee Services (see contact information on page 1).

*If you are joining another DC Government agency, you may request your new agency to transfer your leave balance(s) to your new position.

BENEFITS

HEALTH BENEFITS



LIFE INSURANCE BENEFITS

Life insurance coverage (if enrolled) will terminate as of the effective date of your separation. If you wish to convert your employer-

RETIREMENT



CIVIL SERVICE RETIREMENT PLAN

As an employee with a district service date prior to 10/1/1987, you may be eligible for a Civil Service retirement, refund, or direct rollover of your plan contributions to date. Please refer to the guidelines below.

Refund or Direct Rollover:

In order to request a refund or direct rollover of your plan contributions, please complete the Civil Service Application for Refund of Re



SUPPLEMENTAL RETIREMENT PLANS

If you signed up for a Tax Shelter Annuity Plan or Deferred Compensation Plan, see below.

403(b) TAX SHELTER ANNUITY PLAN and 457(b) DEFERRED COMPENSATION PLAN

If you signed up for a 403(b) plan or 457(b) plan, you can obtain a disbursement or rollover of funds from your account. To get started, please contact your vendor (e.g., MetLife, Valic) for instructions and required forms.

Contact information for the approved 403(b) plan and 457(b) plan vendors is provided below:

Vendor	Name	Phone #	Email address
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