



PASADENA ISD

Exiting Employee Information Guide

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EXITING EMPLOYEE INFORMATION GUIDE

This Exiting Employee Information Guide has been assembled to assist you as you conclude your employment in Pasadena Independent School District. It provides you with information regarding termination procedures, final pay, benefits, and other important information. The package includes a Resource List, so that you know who to call if you have questions.

We would like to remind you of your obligations as a former employee of Pasadena ISD under the Educators' Code of Ethics located in Policy DH. As you know, your employment with Pasadena 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.

Pasadena 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. Submitting this letter, indicates that you are voluntarily resigning or retiring from the Pasadena Independent School District, **not** just from your campus or department.

If you are transferring to another school, department or position, do not submit a resignation letter.

The following should be included in your Letter of Resignation:

- Date you write the letter
- Your last day of work
- Your signature
- Employee ID number
- Permanent email address
- Permanent mailing address

Please see the sample resignation letter on page 10 or you may also access it here:

<https://www1.pasadenaisd.org/common/pages/DisplayFile.aspx?itemId=36980793>

✓ **Resignation or Retirement during the current school year**

A contract employee who desires to voluntarily resign or retire from the District during the school year or after the 60 day penalty free date, should also submit the Contract Release Request form and appropriate documentation at least 60 calendar days prior to proposed release date in accordance to [DFE \(Legal\)](#).

Please see the Contract Release Information on page 12 or you may also access it here:

<https://www1.pasadenaisd.org/common/pages/DisplayFile.aspx?itemId=36980809>

✓ **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 electrical 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 Report**

✓ **Complete the Exit Interview Survey**

Your opinion is important to us! Please go to the following link to complete the survey:

[Pasadena ISD Exit Survey](#)

[Pasadena ISD Exit Survey \(español\)](#)

✓ **Elect Cobra Continuation Coverage if you need to extend your benefits coverage**

Employees have sixty (60) days after their benefits expire to elect Cobra Continuation Coverage. Information will be received in the mail from the District's COBRA Administrators:

- Medical, Dental & Vision First Financial Administrators, Inc. 1-800-823-8422, Option 4

✓ **Request Service Records**

To request your Service Records click on the following link:

<https://www1.pasadenaisd.org/common/pages/DisplayFile.aspx?itemId=24208633>

and interoffice, mail or fax to the following:

Pasadena ISD
Human Resources
1515 Cherrybrook Lane
Pasadena, TX 77502
FAX: 713-740-4021

✓ **Frontline Employee Service Center**

Employee Service Center can be accessed in Frontline ERP, located on the District website at [Classlink Portal](#). If you have already separated from Pasadena ISD, follow this link: [Employee Service Center](#)

Employee Access 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
- Demographic Data – Update your address, phone number or contact information online

✓ **Request Professional Development records and Appraisals in Eduphoria and/or PD SafeSchools**

Follow the steps on the [Exiting Employee To-Do List](#) , page 15

WHAT HAPPENS WITH MY FINAL PAY?

FINAL PAY

If an employee's departure from Pasadena ISD is before the end their assignment or contract, please refer to the Payroll Cycle Schedule on the Payroll Website.

If an employee completes their assignment or contract, then pay will run through August 15th. Only upon approval from the Associate Superintendent of Human Resources may an employee receive an early payoff, or if they are retiring and request to receive their last check earlier than August 15th.

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.

Final pay will be direct deposited.

ACCESS TO PAYROLL CHECK STUBS AND W2 INFORMATION

[Classlink Portal](#) Frontline Service Center is only available until last day of employment with the District. Final pay receipt and W2s will be mailed to employee's address on file. Once separated, you may access the Employee Service Center by following the link: [Employee Service Center](#)

Employee Service Center 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
- Demographic Data – Update your address, phone number or contact information online

WHAT HAPPENS TO MY LEAVE BALANCES?

PAYMENT OF LEAVE AT RETIREMENT

As a retiree, any *earned* State Personal or *earned* State Sick time may be paid out to you at 100% of the value or according to Board Policy [DEC \(Local\)](#), guidelines and **MUST** have been employed prior to August 1, 1980. For more information regarding the retirement and/or payout of the leave bank at retirement visit www.trs.state.tx.us.

REMAINING LEAVE AT RESIGNATION

As an employee who resigns, is **not eligible** to be paid out any *earned* State Personal or *earned* State Sick time. The State days remain in your bank indefinitely and will be available if you return to PISD or transfer to another school district in the State of Texas. The hours will be provided on a Service Record.

Any state leave accumulated prior to resignation will appear on your service record and will be honored at any Texas public school district. Local leave is zeroed out after the employee terminates employment or retires from the District.

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 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 August 31 of that calendar year. You are also eligible to continue your medical coverage at current rate for the remainder of the calendar under House Bill 793.

- **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 any of the District's Medical plans, 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 from First Financial Group of America (FFGA) for the COBRA coverage. The cost is 100% of the premium. The employee will remit their premiums directly to the COBRA administrator.

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

An employee may also elect to continue their Dental and Vision with COBRA coverage. Once the employee's termination has been processed in our system an election packet will be sent to them from FFGA for the Dental and Vision COBRA coverage. The cost is also 100% of the total premium. The employee will remit their premiums directly to FFGA for the Dental and Vision COBRA coverage.

Employees have a 60-day election period from the termination date to make decisions on COBRA continuation coverage. If an employee is interested in continuing coverage, they should complete and return the necessary forms as soon as possible to the appropriate coverage administrator. Once payment is received insurance coverage will be retroactively effective the day after their benefits expired from the district.

COBRA Administrator for Medical, Dental and Vision:

First Financial Administrators, INC
11811 N. Freeway STE 900
Houston, TX 77060

Payment Address: First Financial Administrators, INC
PO Box 2167
Omaha, NE 68103-2167

- **Flexible Spending Accounts (FSA) and Dependent Care FSA (DCFSA)**

The use of the Flex Account and Dependent Care Account will continue through the employee's benefits termination date. If an employee has any unused balances in their Medical FSA account and/or their Dependent Care FSA account, they can be reimbursed for eligible expenses incurred prior to the termination date.

First Financial Administrators

1-866-853-3539

www.ffga.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 portable benefits with the contact information:

Cancer	Colonial Life	800-325-4368	www.coloniallife.com
Critical Illness	UNUM	800-635-5597	www.unum.com
Term Life Insurance	Minnesota	866-293-6047	www.lifefenefits.com
Permanent Life Insurance	CHUBB	855-241-9891	www.combinedinsurance.com

- **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 Pasadena ISD. 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
- Rollover 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

If you have any questions about your 403(b) account administrators:

TCG Services

1-800-943-9179

Website: www.tcgservices.com

- **457 Account**

The money an employee contributes to a 457 retirement account is always their money, regardless of how long they have worked for Pasadena ISD. 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 1/2)

If you have any questions about your 457 account administrators:

TCG Services

1-800-943-9179

Website: www.tcgservices.com

TEACHER RETIREMENT SYSTEM OF TEXAS

IF YOU ARE PLANNING TO RETIRE:

If you are planning to retire, you need to 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. You will need to send TRS a copy of your birth certificate, as well as a copy of the birth certificate of your beneficiary if you select Option 1, 2, or 5 as your annuity payment plan. Please write your social security number on any birth certificate you submit.

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

IF YOU ARE LEAVING EMPLOYMENT BUT NOT RETIRING:

If you are leaving employment but aren't retiring, you have three options:

- Leave your contributions in your plan.
 - ▶ If you have less than five years of TRS service credit, you may leave your accumulated contributions with TRS, receive interest for up to five years while absent from TRS-covered employment and then later apply for a refund if you do not continue or return to employment with a TRS-covered employer. The interest rate is currently two percent.
 - ▶ If you have at least five years of TRS service credit you may leave your accumulated contributions with TRS and earn interest as long as these funds remain with TRS. The interest rate is currently two percent. When you meet applicable age requirements you may apply for a retirement annuity based upon your service and salary history on file with TRS at the time your employment terminated.
- You may terminate TRS membership by applying for a refund and withdrawing your account, but defer receipt of taxable income by rolling your funds over to another qualified plan or traditional Individual Retirement Account (IRA).
- You may request a refund of your TRS member contributions by completing and submitting an Application for Refund form (TRS 6) to TRS.

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

Service retirees may work without limit for an employer not covered by TRS without losing any monthly annuity payments. Disability retirees may work an unlimited amount of time for an employer not covered by TRS but may be subject to a compensation limit.

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

Pasadena Independent School District Separation Check List

- Resignation/Retirement letter turned in to your principal/supervisor
Sample resignation letter: <https://www1.pasadenaisd.org/common/pages/DisplayFile.aspx?itemId=36980793>
- Submit Request for Contract Release if appropriate:
Request for Contact Release: <https://www1.pasadenaisd.org/common/pages/DisplayFile.aspx?itemId=36980809>
- If retiring, turn in *Letter of Retirement* to Human Resources
- If retiring, submit TRS 7 to Vonnie Conde, Benefits Manager: vconde@pasadenaisd.org
- Records Request: <https://www1.pasadenaisd.org/common/pages/DisplayFile.aspx?itemId=36980824>
FAX: 713-740-0102 or Mail: Pasadena ISD, Human Resources, 1515 Cherrybrook Lane, Pasadena, TX 77502
- Permanent address and email address provided via Exit Survey, [Pasadena ISD Exit Survey](#) or [Pasadena ISD Exit Survey \(español\)](#)
- Follow steps in Exiting Employee How-To for professional development and appraisal records from Eduphoria <https://docs.google.com/document/d/1gxhow1789R9odYILO5yFzIiyAOseUImH323lqT3kGqI/edit>
- Contact Benefits office if necessary: Vonnie Conde, VConde@pasadenaisd.org
- Notified of my right to continuation of health insurance under COBRA
- Exit-Report
- Keys returned to campus contact
- Swipe Card returned to campus contact
- All technology equipment turned in to campus contact
- Office/classroom/workspace clear of personal items by agreed upon date
- Uniforms and other district property returned

Please Note:

In most cases, employee email, Skyward Student and all other technology access will be deactivated immediately following your last work day. If you are working summer school, please note on your letter of resignation. Also, if you need records from Eduphoria or other software, please export all data before your last work day.

SAMPLE RESIGNATION LETTER

Date: _____

To: Campus Principal/Supervisor Name here

{Body of letter must include whether you are resigning or retiring. Body of letter must include last day you will work. If you are retiring, it must include retirement date, which could be different from last day worked. If you are working summer school, indicate dates so computer and email access remains active.}

Sincerely,

Your Signature

Your Name

Employee ID Number

At the bottom of the letter, you must include:

Permanent Address: _____

Permanent Phone Number: _____

Personal Email Address: _____



CONTRACT EMPLOYEES RESIGNING DURING SCHOOL YEAR

IMPORTANT: PLEASE READ CAREFULLY

Contract employees are expected to abide by the terms and conditions of their employment contracts. When a contract employee fails to complete the contract, the District may recommend sanctions through the State Board of Educator Certification (SBEC). If sanctions are imposed by SBEC, the educator’s Texas certificate will be suspended **for one calendar year from the date of contract abandonment**. However, a contract employee may request the District to consider a release from their contract for good cause.

RELEASE from CONTRACT:

See chart below for acceptable reasons and documentation requirements to be considered for a release. You may submit supporting documentation along with your Contract Release Request Form to your campus administrator. If you prefer, confidential supporting documents should be submitted directly to Human Resources along with a copy of your Resignation Letter and Contract Release Request Form. While you may submit your Contract Release Request Form without the supporting documentation, this may cause a delay in receiving the District’s decision of either granting a release or recommending sanctions. If supporting documentation is not received within seven days from submitting your Contract Release Request Form or if you elect not to provide supporting documentation, the District will proceed with sanction recommendation. If you need additional time to supply your documentation, please contact Human Resources.

Reason (including but not limited to):	Acceptable Sources of Documentation
<p>Medical or Health</p> <ul style="list-style-type: none"> • Involving self or care of family member Examples: child, parent, grandparent, spouse 	<p>Medical documentation from a treating physician attesting to the medical or health issue(s) for self or the individual listed. Documentation should provide sufficient details for the district to make an informed decision. Examples: diagnosis, impairment, physical or mental condition, or any regimen of continuing treatment</p>
<p>Relocation</p> <ul style="list-style-type: none"> • Due to a change in employer caused by promotion/job offer of spouse or significant other 	<p>Family Member’s Job Offer: official job offer letter noting the business/organization’s location and address</p>
<p>Significant Change in Family Needs</p> <ul style="list-style-type: none"> • Due to medical/health condition of a family member which requires the educator to relocate or devote more time than allowed by current employment 	<p>Medical documentation from a treating physician attesting to the medical or health issue(s) for the individual listed. Documentation should provide sufficient details for the District to make an informed decision. Examples: diagnosis, impairment, physical or mental condition, or any regimen of continuing treatment</p>

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CONTRACT RELEASE REQUEST FORM

Completion of this form indicates your voluntary resignation/retirement from PISD after the 60 day grace period

Date: _____ Last Name, First: _____

Employee ID# _____ SS# XXX-XX-_____ email: _____

Job Title: _____ Current campus/Department: _____

I wish to offer my resignation/retirement from employment with PISD effective: _____ (this is the last duty date)

Reason for Resignation: Other Employment Retire from TRS Remain at home
 Change career fields Relocating from Houston Other (Specify) _____

TEACHERS AND CONTRACT EDUCATORS

(Texas Education Code Sections 21.105, 21.160, and 21.210)

- (a) A teacher employed under a probationary contract for the following school year, a continuing contract, or a term contract, may relinquish the position and leave the employment of the district at the end of a school year without penalty by filing with the board of trustees or its designee a written resignation not later than the 45th day before the first day of instruction of the following school year. A written resignation mailed by prepaid certified or registered mail to the president of the board of trustees or the board's designee at the post office address of the district is considered filed at the time of mailing.
- (b) A teacher employed under a probationary, continuing, or term contract may resign, with the consent of the board of trustees or the board's designee, at any other time.
- (c) On written complaint by the employing district, the State Board of Educator Certification may impose sanctions against a teacher employed under a probationary, continuing, or term contract who: (1) resigns; (2) fails without good cause to comply with subsection (a) or (b); and (3) fails to perform the contract.

My signature below acknowledges I understand the following:

- ◆ I am requesting to be released from my current contract because of a resignation/retirement after the 60 day grace period in accordance with the District of Innovation Plan, Board Approved (02/20/2022).
- ◆ I am requesting to be released from my current contract because of a resignation/retirement after the 45 day grace period in accordance with Texas Education Code Sections 21.105, 21.160, and 21.210.
- ◆ I am submitting the request 45 days prior to my anticipated last day worked.
- ◆ If my resignation/retirement and supporting documentation are not submitted in a timely manner, I understand the District may not release me from my contract or may sanction my teaching certificate in accordance to Texas Education Code Sections 21.105, 21.160, and 21.210.

Employee Signature: _____

Date: _____

Principal/Supervisor Acknowledgment: _____

Date: _____

**EXIT REPORT
REPORTE FINAL**

Name
Nombre _____

First
Primer Nombre

Middle
Inicial de Segundo Nombre

Last
Apellido

Employee ID No.
No. de Empleado

Job Title _____

Ending Wage _____

Posición _____ **Sueldo Final** _____

Location of Work
Departamento _____

Dates Worked
Fechas Trabajadas

mo/day/yr-mes/día/año
From
Desde

mo/day/yr-mes/día/año
Through
Hasta

Nature of Separation
Razón por Separación

Resignation
Renuncia

Retirement
Retiro

Leave of Absence
Permiso

Lack of Work
Escasez de Trabajo

Discharged
Despido

Other
Otro

Reason for Separation (To be completed by Employee)
Motivo de Separación: (Necesita ser completada por el Empleado)

(Attached additional information if necessary)

(Si es necesario, incluya información adicional)

I am aware of my right to continue and/or convert any insurance policies in which I am currently participating through payroll deduction at separation of employment with the district.
Estoy enterado de mi derecho para continuar y/o cambiar cualquier póliza de aseguranza en la cual estoy actualmente participando a través de deducciones en mi salario por separación de empleo con el Distrito.

Signature of Employee/**Firma del Empleado**

Date/**Fecha**

Reason for Separation (To be completed by Supervisor/Administrator)
Motivo de Separación: (Necesita ser completada por el Supervisor/Administrador)

(Attached additional information if necessary)

(Si es necesario, incluya información adicional)

If separation was voluntary, was advance notice given
¿Si la separación fué voluntaria, se le avisó anticipadamente?

Yes **Si** No **No**

If yes, how much
¿Si contestó Sí, cuánto tiempo?

If employee was terminated for misconduct, had employee been previously warned?
¿Si el empleado fué terminado por mala conducta, ya había sido notificado anteriormente?

Yes **Si** No **No** Date **Fecha:** _____

By whom?
¿Por quién? _____

Explain
Explique: _____

(Attached additional information if necessary)

(Si es necesario, incluya información adicional)

Signature of Supervisor or Administrator **/Firma de Supervisor/ Administrador**

Date/ **Fecha**

Exiting Employees To-Do List

******* If you are LEAVING the district *******

Your PISD user account will be disabled within 24 hours after your last day of employment in the district. This means you will not be able to access network drives, your OneDrive or Google account, and/or district applications including district email, SafeSchools, Lawson and Eduphoria. *(NOTE: If you are teaching summer school, this won't happen until after summer school is done.)*

BEFORE YOUR ACCOUNT IS DISABLED, you need to save the resources and reports that you may want or need. This may include doing any or all of the following:

Outlook	<ul style="list-style-type: none"> Any emails you want to keep? Forward them to a personal email account Save any contacts
SafeSchools Professional Development Records	<ul style="list-style-type: none"> Download all Certificates of Completion ClassLink Portal --> SafeSchools --> Click Training History (clock icon on the left) Adjust the start and end dates (to reflect the year(s) you've been employed) Click Refresh List --> Click View Certificate to print a copy
Eduphoria Strive Professional Development Portfolio	<ul style="list-style-type: none"> Save a list of your Professional Development Records Strive --> My Professional Learning --> Portfolio --> My Portfolio --> Print (icon at the top middle) to save it to a PDF. If you are moving to a district that uses Eduphoria, you can email ebourgeois@pasadenaisd.org and ask for your workshop export file. Your new district can upload this export file into their Eduphoria system.
Eduphoria Strive Appraisals	<ul style="list-style-type: none"> Download your appraisal documents for your last three (3) years (at least) and save to a non-PISD location. Strive --> My Evaluation Process -- Current Year Documents - Click each document under the Evaluation Process to download an electronic copy -- Past Year Documents – Click Archived Evaluations --> Click each year --> Click each document to download an electronic copy
Eduphoria Forethought Lesson Plans & Resources	<ul style="list-style-type: none"> Lesson Plans can only be saved a week at a time. While in the week's view, printing to word is probably your best choice. Forethought --> Print --> Print Week to Word or PDF If you have any file attachments for lessons you want to save (worksheets, PowerPoints, Flipcharts, etc.), you will need to RIGHT-click on each attachment and save to a non-PISD location.

Pasadena ISD Resources

HUMAN RESOURCES		
Jeremy Richardson	<i>Associate Superintendent of HR</i>	(713) 740-0278 jrichardson@pasadenaisd.org
Bobbye McCain	Executive Director	(713) 740-0858 bmccain@pasadenaisd.org
Linda Flores	<i>HR Coordinator</i>	(713) 740-0113 lflores@pasadenaisd.org
Cynthia Guerrero Johnson	<i>HR Coordinator</i>	(713) 740-0111 cguerrero@pasadenaisd.org
Martin Moffett	<i>HR Coordinator</i>	(713) 740-0279 mmoffett@pasadenaisd.org
PAYROLL		
Sabrina Howe	<i>Payroll Coordinator</i>	(713) 740-0024 showe@pasadenaisd.org
BENEFITS		
Vonnie Conde	<i>Benefits Manager</i>	(713) 740-0121 vconde@pasadenaisd.org