

# Galena Park Independent School District

## RESIGNATION FREQUENTLY ASKED QUESTIONS

### 1. How do I tender my resignation with Galena Park ISD?

Professional and paraprofessional employees should use the “My Employee Records – My Employee Resignation” section of the TEAMS Employee Service Center. Your last day of employment can be obtained from the TEAMS Employee Service Center – “My Payroll Information” section. Hourly employees should submit a written resignation to the Human Resources representative for each department.

### Payroll Department

#### 1. When will I get my last paycheck?

If you are working to the end of your duty calendar:

- 10-Month employee’s final check is August 15<sup>th</sup>
- 11-Month employee’s final check is July 31<sup>st</sup>
- 12-Month employee’s final check is June 30<sup>th</sup>

If you resign **prior to the end** of your duty calendar and you are entitled to a final check, it will be on the current or following payroll depending on your resignation date. Please contact the Lead Salary Clerk, Cecilia Negrete, at 832-386-1243 should you require further information.

#### 2. What form do I need to submit if I want to withdraw my TRS contributions?

You will need to complete a TRS-6 form “Application for Refund “, have it notarized and submit it directly to TRS. Please note that you will NOT be eligible for your accumulated local leave payment. Accumulated local leave is only paid upon retirement. The TRS-6 form can be obtained from the TRS website or the Payroll Services Department website.

#### 3. Will my leave balances transfer with me to another school district?

State leave is transferable to other school districts in the state of Texas. You will not be able to transfer local leave.

#### 4. Where will my W-2 be sent?

Your W-2 will be sent to the home address currently listed in TEAMS. Please verify the address upon resigning. If a change of address is necessary, please complete the “Change of General Information” form and return it to the Payroll Services Department.

## Benefits

### **1. When will my medical insurance and other benefits terminate?**

In compliance with Texas House Bill 973, if you resign and have completed your contract, you are entitled to continue your **Medical, Dental, Vision and Health Savings Account (HSA)** benefits through August 31<sup>st</sup>.

If you resign prior to completing your contract, your benefits will terminate on the last day of the month in which you resign. See Question #2 for information on portable benefits.

If your **Medical, Dental, Vision and HSA** benefits continue through August 31<sup>st</sup>, all of the premiums normally due through August 31<sup>st</sup> will be deducted from your last District paycheck.

If you **do not** want to continue **Medical, Dental, Vision, and HSA** benefits through August 31<sup>st</sup>, you must notify Employee Benefits at the same time you notify Human Resources of your resignation. If you notify Employee Benefits timely, your benefits will end on the last day of the month that you indicate, but not before the last day of the month in which you resign and not after August 31<sup>st</sup>. Otherwise, you will continue to have coverage through August 31<sup>st</sup>.

If you are enrolled in either the **Medical Flexible Spending Account (FSA) or the Dependent Care Account (DCA)**, your account and debit card will remain active until August 31<sup>st</sup> and contributions will continue via payroll deduction. Even if you do not extend your Medical, Dental or Vision benefits to August 31<sup>st</sup>, your FSA and/or DCA will remain active and the deductions are not optional.

If premiums are owed at the time of your resignation for any reason, the premiums due will be deducted from your final District paycheck or invoiced, if the premiums due exceed the final district paycheck.

Voluntary Benefits including **Cancer, Critical Illness, District Paid Teladoc, District Paid Term Life, Hospital Indemnity, Long Term Disability, Permanent Life, Prepaid Legal, and Supplemental Life** will terminate on the last day of the month in which you resign.

### **2. What benefits are portable where I am able to continue paying the premium on my own?**

**Cancer, Critical Illness, Hospital Indemnity and Permanent Life** plans are available to port and continue paying the premium via direct bill from the carrier. Please contact Employee Benefits at [benefits@galenaparkisd.com](mailto:benefits@galenaparkisd.com) for forms and/or instructions if you wish to continue these plans.

### **3. What about COBRA?**

To extend your benefits beyond their termination dates, COBRA information will automatically be mailed to you within 30 days of the termination of coverage date from the third party administrators below. Please note that the notices cannot be sent prior to your termination of coverage date.

- **TRS ActiveCare Medical:** bswift 1-833-682-8972, Monday-Friday 7 AM – 7 PM CST

- **Other Benefits:** First Financial Group Administrators 1-855-847-8422, Monday-Friday 7 AM – 4:55 PM CST

### **Who to Contact?**

- Resignation (All Employees) – Sr. Director for Risk Management [lhelgesen@galenaparkisd.com](mailto:lhelgesen@galenaparkisd.com)
- Calculation of Final Check – Lead Salary Clerk – [cnegrete@galenaparkisd.com](mailto:cnegrete@galenaparkisd.com)
- Benefits – Employee Benefits Department – [jbernabe@galenaparkisd.com](mailto:jbernabe@galenaparkisd.com)