

Galena Park Independent School District

RETIREMENT FREQUENTLY ASKED QUESTIONS

1. How do I tender my retirement with Galena ParkISD?

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.

2. TRS has told me to use May 31st as my day of retirement. My last contract day is June 3rd. Which day is correct?

For Galena Park ISD purposes, you need to work until the end of your contract. When you resign with Galena Park ISD, you need to use the last day of your contract. It is appropriate to have different dates with each organization.

3. Do I need to send a letter to the Superintendent tendering my retirement?

No, a letter to the Superintendent is no longer required in tendering your retirement.

Payroll Department

1. What do I do with my TRS-7 form and when?

As soon as you receive your TRS-7 form from Teacher Retirement Services (TRS), send the original document to the Payroll Supervisor, Cathy Ochoa.

2. When will I get my last paycheck?

Your last paycheck will depend on your number of contract days and will be determined by the Salary Department. Your last check date will be provided to you on the Payroll memo you receive upon submitting your TRS-7 Form. Please be advised, the federal withholding taxes are based upon your pay period earnings. If your final paycheck is significantly higher than your regular paycheck, higher federal withholding taxes should be anticipated. It is recommended that you seek professional tax advice for additional information.

3. When will my TRS-7 form be sent to TRS?

Your TRS-7 form will be sent to TRS the first week of the month following your final paycheck (not your accumulated leave payment).

4. What form do I need to submit if I am resigning, not retiring, and 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.

Accumulated Local Leave Payment

1. What does it take to be eligible to be paid for my Accumulated local leave?

You must be eligible to retire based upon the TRS retirement requirements and follow the steps to tender your resignation with Galena Park ISD.

2. When do I get paid for my Accumulated local leave?

Accumulated local leave will be paid no later than the last day of the month following your final paycheck.

3. How is my payment calculated?

Your payment will be calculated based upon the following schedule set forth by the District:

Years of Service	Salary Service Reimbursed	Maximum Reimbursement
Less than 20	\$100/day for up to 50 local days	\$5,000
20–30	\$100/day for up to 75 local days	\$7,500
31-35	\$100/day for up to 100 local days	\$10,000
Over 35	\$100/day for up to 175 local days	\$17,500

4. How many days of Accumulated local leave do I have?

Please access the “My Leave Balances” menu in the TEAMS Employee Service Center (ESC) to view current local leave balances. The Payroll Services Department website has a direct link to the ESC. Keep in my mind, these balances may not reflect your most recent absences.

5. If I retire and am rehired by Galena Park ISD, am I eligible to receive an additional payment for my accumulated local leave earned once rehired?

No, you will only receive this payment upon your initial retirement.

6. What are the payment options for my Accumulated local leave?

Accumulated Leave will be paid based upon the payment method currently on file (direct deposit or paper check). Taxes are withheld at a rate of 22%.

Benefits

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

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

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

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

If you **do not** want to continue **Medical, Dental, Vision, and HSA** benefits through August 31st, you must notify Employee Benefits at the same time you notify Human Resources of your retirement. 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 retire and not after August 31st. Otherwise, you will continue to have coverage through August 31st.

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 31st and contributions will continue via payroll deduction. Even if you do not extend your Medical, Dental or Vision benefits to August 31st, 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 retire.

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 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

Retirement Checklist for GPISD (not TRS)

- Review Retirement Frequently Asked Questions (FAQs)
- Notify supervisor your intent to retire
- Tender resignation online (Professionals and Paraprofessionals) or in writing (Hourly)
- If retiring due to medical reasons, contact the Employee Benefits Department for assistance in coordinating your benefits
- Send TRS-7 form to Payroll Supervisor
- Send Early Cancellation Notice if not extending Health Insurance through 8/31 to Employee Benefits Department
- TRS-7 will be processed and mailed to TRS the week following final paycheck
- Accumulated Local Leave Payment - one month after the final paycheck

Who to Contact?

- Resignation (All Employees) – Sr. Director for Risk Management – lhelgesen@galenaparkisd.com
- Calculation of Final Check – Lead Salary Clerk – cnegrete@galenaparkisd.com
- TRS-7, Accumulated Leave Payments – Payroll Supervisor – cochoa@galenaparkisd.com
- Benefits – Employee Benefits Department – jbernabe@galenaparkisd.com