



THE DEPARTMENT OF HUMAN RESOURCES

160 S. Hollywood Street • Memphis, TN 38112 • (901) 416-5304 office • (901) 416-6463 fax • www.scsk12.org

To: Eligible SCS Full-Time Teacher Types

From: Yolanda Martin, Chief of Human Resources

Date: January 27, 2020

Re: SCS Early Retirement Notification

In order to assist hiring for the 2020 - 2021 school year, Shelby County Schools is offering a one-time opportunity for early notification of retirement (see specific details below).

Teachers WILL NOT have to accumulate PD hours for the remainder of the year if they notify early regarding retirement but will be eligible for the flex days.

To be eligible for retirement through the Tennessee Consolidated Retirement System (TCRS), you must meet the following requirements:

- Full retirement: 30 years of service OR 60 years old with 5 years of service (vested)
- Early retirement: 55 years old with 5 years of service (vested) or 25-29 years of service
- It is highly recommended for you to check your eligibility for retirement with TCRS, please contact them directly at 1-800-922-7772.

The following is the criteria to be eligible for the incentive:

1. An individual must be in one of the following positions to be eligible for the incentive: a permanent Classroom Teacher, Librarian, Professional Counselor, Instructional Facilitator, Assistant Principal or Principal and you must meet the retirement eligibility listed above.
2. Eligible employees currently on paid or unpaid FMLA leave of absence are eligible for the incentive if they are retiring at the end of the school year.
3. The retirement date must be effective at the end of the 2019-2020 school year, which is May 22, 2020.
4. Official notification of retirement must be electronically submitted through the Employee Portal no later than Friday, February 28, 2020.

- The online form can be accessed by clicking on the “Documents/Links” tab in the employee portal.
5. Following the online submission, completed retirement paperwork must be submitted in the Benefits Office, Barnes Building, Room 108 within 5-7 business days from the electronic submission. The office hours are Monday-Friday, 8:00 am – 5:00 pm.
 6. Once the information is received electronically, it is binding on both parties and irrevocable.
 7. Applicants will be **ineligible** for re-hire into full time positions at Shelby County Schools for school year 2020-2021 (exceptions may vary and are approved by HR). However, you qualify to be rehired as substitute teacher after 60 days of your retirement date.
 8. Applicants further understand that:
 - they will not be eligible for unemployment compensation and,
 - acceptance of this incentive shall not affect any rights of a member under TCRS
 9. You will be authorized to take no more than three (3) days of sick leave after submitting your notice. Taking additional sick days will make you ineligible to receive the incentive. You are allowed to use your personal days without penalty.
 10. Please refer to the attached FAQ sheet for more information about the retirement incentive.

If you still have questions after reading the FAQs, you may contact Human Resources at 416-5304.

2019 - 2020 SCS Retirement Notification Incentive: Frequently Asked Questions

- **How do I know if I am eligible for retirement?** You must meet the following eligibility requirements through the Tennessee Consolidated Retirement System (TCRS).
 - **Full Retirement:**
30 years of service OR 60 years old with 5 years of service (vested)
 - **Early Retirement:**
25-29 years of service OR 55 years old with 5 years of service (vested)

It is highly recommended that you contact Tennessee Consolidated Retirement System (TCRS) to check your eligibility for retirement. TCRS can be reached directly at 1-800-922-7772.

- **Who is eligible for the incentive?** Anyone who meets the retirement criteria above, takes no more than three (3) sick days after submitting their retirement notice and is in one of the following positions: Permanent Classroom Teacher, Librarian, Professional Counselor, Instructional Facilitator, Assistant Principal or Principal.
- **Where can I get a retirement packet?** Retirement packets are available in Benefits, 160 S. Hollywood, Barnes Building – Room 108 or you can print the retirement packet from the SCS website www.scsk12.org
- **What must I do to receive the incentive?**
 - You must submit your intent to retire electronically through the SCS Employee Portal to qualify for one of the incentives.
 - Following online submission, completed paperwork must be submitted to the Benefits Office 5-7 business days following the date of your electronic submission.
- **Is it mandatory to submit the online intent to retire to receive the incentive?** Yes. The online submission allows us to track which employees submitted notification by the deadline
- **After I submit my online intent to retire, how long do I have to submit the paperwork to Benefits?** After your electronic submission, you have 5-7 business days to submit your completed retirement paperwork to Benefits.

- **If I have already submitted retirement paperwork, do I have to resubmit online?**
No. Teachers who have already submitted their official notification of retirement effective at the end of the 2019-2020 school year are eligible for this incentive and do not have to resubmit paperwork.
- **If I am currently on FMLA leave, can I still qualify for the incentive?** You are eligible if you are on paid or unpaid FMLA leave of absence prior to submitting your intent to retire and meet all other requirements.
- **Why is the incentive only available to the specified job titles?** The incentive to notify the District of your early retirement is directly aligned with Shelby County Schools' commitment to staffing every school with highly effective educators. The District is currently engaged in the annual process of identifying potential teaching vacancies for the coming school year.
- **If I submit my retirement paperwork, can I later be rehired by SCS in another role?**
Yes, you can apply to substitute teach after 60 days of your retirement date. However, applicants will be **ineligible** for re-hire into full time positions at Shelby County Schools for school year 2020-2021 (exceptions may vary and are approved by HR)
- **If I submit for retirement, am I eligible for unemployment?**
No. Submission for retirement does not make you eligible for unemployment benefits.
- **Do I still have to participate in the end of year evaluation process?**
Yes, it is a requirement to participate in the evaluation process.
- **Is it a requirement to attend the District scheduled PD through the remainder of the school year?**

Yes. District level professional development attendance is required. Faculty meetings require attendance. However, you will not be required to participate non state mandated PD or attend after school activities (non-curriculum activities) **effective on the date official notification** is provided.

In-service days (must attend):

- Friday, February 14, 2020
- Friday, March 13, 2020

Flex days:

- Monday, February 17, 2020
- Tuesday, May 26, 2020 to Friday, May 29, 2020