



MEMPHIS-SHELBY COUNTY SCHOOLS HUMAN RESOURCES
EMPLOYEE SEPERATION GUIDE AND FAQs

Revised 7.19.22

PAYROLL & BENEFITS

PAYROLL

- When employees are separated from the district, they are paid out the contract balance on the next available pay date following the resignation effective date.
- Unused vacation days up to 35 days are paid separate on the last pay date.
- Unused sick days can be applied at retirement and can be transferred to an employment entity within the state of Tennessee who also participates in TCRS. This request must be made in writing by the employee to certify unused sick time. Otherwise, the accumulated sick time remains on file in the MSCS payroll system.
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LEAVE OF ABSENCE

- If an employee is on a leave of absence and requests to resign or retire from the district, the separation date overrides the leave absence status.

AFTER SEPARATION FAQs - BENEFITS

When will your current health benefits terminate?

- 10-month employees currently enrolled in a health plan and work until the end of their contract, will continue coverage through August 31, 2022. 10-month employees that do not work until the end of their contract, coverage will terminate at the end of the month in which they separate from the district.
- 12-month employees currently enrolled in a health plan, coverage will term at the end of the month in which you separate from the district.

Please note: Benefit deduction types are based on your position/employee status. There are two benefit deduction types: 20 pay deductions and 24 pay deductions.

Are you eligible to participate in the COBRA program if you were not actively participating in a MSCS health plan prior to separation?

No. An employee must be actively enrolled in a MSCS health plan prior to separation in order to participate in COBRA.



Please note: COBRA is a continuation of coverage when coverage would otherwise end because of a life event. The employee is responsible for 100% of the cost after separation of employment.

Will your coverage under COBRA be the same coverage elected as an active employee?

Yes, if you are eligible to elect COBRA coverage you will have an option to continue with the same coverage you elected as an active employee. The District does reserve the right, to modify, amend, or eliminate plans and carriers at any time during your COBRA enrollment.

Will you be paid for any accrued vacation days?

Yes. If you have any unused accrued vacation time you will be paid up to 35 days.

Will you be paid out for any unused sick days?

No. The unused accumulated sick time can be used as retirement service credit at retirement.

Will you be allowed to continue supplemental insurance such as disability at separation?

Yes. If you are a 10-month employee and work until the end of your contract, your disability coverage will remain active until August 31, 2022.

If you are a 12-month employee currently enrolled in a disability plan, your coverage will term at the end of the month in which you separate from the district.

You must contact the carriers directly to inquire about continued coverage and to make payment arrangements after separation.

What will happen when your tax-sheltered annuity/ or credit union payroll deductions have stopped?

You must contact the carriers directly to inquire about continued coverage and to make payment arrangements after separation.

How long will you be able to utilize the Employee Assistance Program (EAP) services?

Your Methodist EAP Healthcare benefits will end at the end of the month in which you are separated. Please contact Methodist EAP at (800) 880-5658 or (901)683-5658 if needed. You can also visit online at www.methodisteapcanhelp.org

How do you apply for retirement with Tennessee Consolidated Retirement System (TCRS)?

Please contact TCRS to check your eligibility to retire. If you are eligible to retire, the retirement information is available on the MSCS website at www.scsk12.org (Employee Benefits



– Retirement). Tennessee Consolidated Retirement System (TCRS) can be reached at 800-922-7772 or 615-741-1971.

Can you receive a refund or rollover my TCRS retirement contributions to another plan?

Yes. You will need to complete your portion of the Application for Refund of Accumulated Contributions form (available online at www.scsk12.org – Employee Benefits – TN Consolidated Retirement System) and return it to Benefits to be certified and sent to TCRS.