



Investment Plan Participants

Termination/Retirement Information

1. Complete a “**PCS Resignation/Retirement Form**” (attached) check the Retirement box, “Investment Plan” box and return completed form to **Risk Management Retirement**.
2. To be eligible to continue Pinellas County Schools **Insurance benefits** when you terminate, **you must have at least 6 years with PCS (if hired before 07/2011) and be at least age 59 ½ or have 30 years of service. If hired after 07/2011, you must have 8 years with PCS and be at least 59 ½ .**
3. If you have completed 30 years or when you reach age 62, it is your responsibility to file for the Health Insurance Subsidy. www.MyFRS.com Resources – Forms
4. You must remain off of the FRS payroll for 3 months (under IRS guidelines) to withdraw or rollover the money in the account.
5. The percentage of sick time you are paid out when you retire is based on years of service in Pinellas County Schools only.

40% - after 6 year
65% - after 10 years
70% - after 15 years
80% - after 20 years
90% - after 25 years
100% - after 30 years

6. You are paid out 100% of vacation days (60 days max) per Florida Statue. Any time above 60 days, you must use it or lose it.

7. Reemployment Information

Retired On or after July 1, 2010, if an Investment Plan retiree is reemployed by an FRS-covered employer in the first 7-12 calendar months (after having terminated for 6 calendar month), there are no reemployment exception. No additional Investment Plan distributions are permitted until the member either terminates employment or completes 12 calendar months of retirement. After one (1) year has passed since retirement, a member can receive additional Investment Plan distributions, even if they become reemployed by an FRS-covered employer.

Members who have retired and are initially reemployed, on or after July 1, 2010, are **not eligible** for FRS membership or renewed member ship in the retirement system (No exceptions).

**PINELLAS COUNTY SCHOOLS
RESIGNATION/RETIREMENT FORM**

PLEASE PRINT

Name: _____ Last 4 of SSN#: XXX-XX-_____

Job Title: _____ School/Department: _____

I hereby RESIGN: Reason for resignation: _____

RETIRE: Regular DROP Investment Plan FRS Disability Early
Date of Birth for Retirement purposes: _____

**If you are retiring and you have not completed the application for retirement, please contact
Risk Management and Insurance at 727-588-6214**

At the end of the business day on _____ from my position with Pinellas
County Schools. I understand that I must work, use vacation leave or personal leave through the date stated
as my last day. I may also use sick leave if appropriate.

Employee Signature _____
Date

Please check your current address and phone number on Employee Self Service. If your address needs to be updated, please do so at this time or give your current/future address below for updating by HR when your paperwork is processed.

Current/Future Address: _____
Street Address City State Zip

Current Phone Number: (_____) _____

FOR ADMINISTRATOR USE ONLY

Verbal Resignation from employee via phone call or voicemail (two witnesses required)

(1) Witnessed by: _____ (2) Witnessed by: _____

Will this resignation/retirement create a vacancy? Yes No

If Instructional, what subject/grade level: _____

Administrator signature _____
Date

Attach any and all communication from the employee to this form. Submit original form(s) to Human Resources.

INFORMATION REGARDING YOUR RESIGNATION/RETIREMENT/TERMINATION FROM PINELLAS COUNTY SCHOOLS

Resignation Notice:

Pinellas County Schools requests that employees give two weeks' notice prior to a resignation. Insufficient notification of resignation or retirement could cause an employee to be not eligible for rehire. This will be noted on the employee's record for future reference.

What Date Do I Use to Resign/Retire?

Your resignation/retirement/termination date during your contract year should be the last date you work or are in a paid status; i.e., sick day used, vacation day used, etc. If you give a resignation date and you do not fulfill that date, your date will be adjusted to the last date you worked or were in a paid status. This is in accordance with Florida Statute 6A-1.052 (4), which states: "No extra compensation shall be made to any employee of the board after service shall have been rendered, or the contract made as provided by Section 215.425, F.S." If you are on unpaid leave of absence, your resignation/retirement date should be the end date of your leave of absence.

Health Insurance:

Resignation/Retirement/Termination during contract year:

Your health insurance is terminated on the last day of the month in which you resign, retire or are terminated. This is provided Risk Management has collected sufficient premiums. **Example:** Your resignation date is April 12th; your insurance will end on April 30th. If your resignation date is April 30th; your insurance will end on April 30th.

Resignation/Retirement/Termination during summer months:

If you are a 9, 10 or 11 month employee and you wish to retain your health insurance over the summer months, you can select a date in June and your insurance END DATE will be June 30th or choose a date in July and your insurance END DATE will be July 31st. This is provided Risk Management has collected sufficient premiums. Currently, due to the change in the school's opening and closing dates, if you resign in August, you will owe a premium for your health insurance.

If you have any questions, please contact Risk Management and Insurance at 727-588-6197.

Sick/Vacation Leave:

Sick leave is only paid out when you retire. Percentage of payoff (if retiring) is based on years of service with Pinellas County Schools. Contact the Retirement Team in Risk Management and Insurance at 588-6197 for more information.

Any sick leave that is advanced to you at the beginning of the year is reversed if your resignation/retirement date is earlier than the end of the fiscal year. If you have used the sick days you were advanced and have not earned them, they will be deducted from your last paycheck. If you have not earned them, you cannot be paid them.

Unpaid sick time will remain on record and be available for use should you be reemployed in the future. Sick leave can be transferred, upon request, if you are employed in another school district in Florida if their guidelines allow.

Vacation leave is paid out after your last paycheck when you resign or retire from Pinellas County Schools up to a maximum of 60 days per Florida Statute 1012.65.

Vacation leave pay for 12 month employees and sick leave pay for all retiring employees which exceeds \$2,500 is transferred to a tax-deferred retirement account with Bencor on your behalf.

Access to Network Services after Termination:

For additional information for terminated employees, please visit www.pcsb.org. Select the **Employment** drop menu then select the **Personnel Records** option, or www.pcsb.org select the **Departments & Divisions** then select the **Personnel Records** option. On the Personnel Records page, on the left side select Terminated Employees option.

Rehire with the District:

If you resign from PCS, your rehire process will require all previous processes; i.e., application, background check, hiring paperwork, etc. If you retire with PCS and through the Florida Retirement System (FRS), there is a one year waiting period before rehire.

FREQUENTLY ASKED RETIREMENT QUESTIONS FOR PAYROLL

WHAT PERCENTAGE OF SICK TIME DO I GET PAID WHEN I RETIRE?

The retirement percentage used to calculate the value of remaining sick time is based on years of service in Pinellas County Schools only per Board policy. The current percentages are:

- 6-9 years – 40%
- 10-14 years – 65%
- 15-19 years – 70%
- 20-24 years – 80%
- 25-29 years – 90%
- 30 + years – 100%

HOW CAN I ESTIMATE WHAT MY SICK TIME IS WORTH?

The formula to estimate the value if your sick leave is:

- Annual salary divided by contract days = daily rate of pay
- Daily rate of pay times sick days remaining = total sick pay
- Total sick pay times retirement percentage = sick pay value

For example: 10-month (198-day) teacher with an annual salary of \$50,000 who has 100 sick days remaining at retirement after working in Pinellas for 27 years.

- \$50,000 divided by 198 days = \$252.53 daily rate
- \$252.53 times 100 days = \$25,253 total sick pay
- \$25,253 time 90% for 27 years = \$22,727.70 sick pay value transferred to Bencor

HOW DOES THE SICK TIME TRANSFER TO BENCOR WORK WHEN I AM IN DROP?

The same calculation above is done on June 30th each year you are in DROP except only a portion of your remaining sick days is valued and if the total is over \$2,500 it is transferred to Bencor each July. Employees in DROP will continue to earn sick leave and vacation, if applicable, while in DROP. If you leave DROP early your entire balance of sick leave at the time of separation will be valued and transferred to Bencor if greater than \$2,500. The percentage of sick days transferred each July while in DROP is:

- Year 1 – 20%
- Year 2 – 25%
- Year 3 – 33%
- Year 4 – 50%
- Year 5 – 100%

For example: 10-month (198-day) teacher with an annual salary of \$50,000 who has 100 sick days remaining at the end of the first year in DROP and has completed 27 years in Pinellas.

- \$50,000 divided by 198 days = \$252.53 daily rate
- 100 days times 20% for 1 year in DROP = 20 days
- \$252.53 times 20 days = \$5,050.60 total sick pay
- \$5,050.60 time 90% for 27 years = \$4,545.54 sick pay value transferred to Bencor after year 1
- Sick leave balance is reduced by 20 days

WHAT HAPPENS TO MY SICK TIME IF I LEAVE IN THE MIDDLE OF THE YEAR?

You are paid for all time you have earned. All employees are given 4 days up front and if you leave before the end of the year, we back out anything you have not earned. The following shows when you stop accruing...

MONTHS YOU WORK	WHEN YOU START & STOP ACCRUING
11.5 & 12 month	July – Feb, 4-day advance represents accrual for Mar - June
11 month	Aug – Feb, 4-day advance represents accrual for Mar - June
10 month	Aug – Jan, 4-day advance represents accrual for Feb - May
9 month	Aug – Dec, 4-day advance represents accrual for Jan - Apr

WHAT HAPPENS IF I HAVE MORE THAN 60 VACATION DAYS (for 12-month employees only)?

12-month employees may earn up to a maximum of 62 vacation days but we can only payout up to 60 days of vacation in an employee's career per Florida Statue. Any time earned above 60 days is use it or lose it. You may choose to have the value of up to 60 days transferred to Bencor when you enter DROP. The value of vacation leave transferred when entering DROP counts toward the highest 5 year AFC calculation. If 60 days was not transferred when entering DROP the difference between the days transferred and the 60 day maximum can be transferred when retiring from DROP. For example, you had 45 days transferred when entering DROP and earned another 20 vacation days while in DROP. We can only transfer 15 more days to Bencor at the end of DROP to equal the 60 day maximum and the 5 remaining days earned is use it or lose it.

60 days = 450 hours for 7.50 hours/day employees

60 days = 480 hours for 8.00 hours/day employees

62 days = 465 hours for 7.50 hours/day employees

62 days = 496 hours for 8.00 hours/day employees

HOW WILL MY PAY BE AFFECTED BECAUSE OF EQUALIZED PAY?

Equalized pay divides your annual salary by the number of checks paid in a school year so you receive the same pay when we are closed for Thanksgiving, winter break, spring break and other non-paid days during the school year. Depending on when you retire, we will calculate your final pay by comparing the pay you should receive for the days you worked with the equalized pay you received so far that school year. When you fill out your paperwork, it is best to contact payroll for more information.

WHAT DATE SHOULD I USE FOR RETIREMENT SO I DON'T OWE MONEY BACK?

Because we have equalized pay it is difficult to give an exact date. It is safe to say that if your retirement date is prior to winter break you will not have your last check adjusted for any overpayment.

DO I STILL GET PAID IN THE SUMMER IF I RETIRE ON THE 12 MONTH OPTION PLAN?

If your retirement date is on or after the last day of school then you will still receive your summer checks. If you want to be paid in a lump sum you need to contact Personnel to request the payout. All retirements prior to the end of school will receive a lump sum payout in their last paycheck.

WHEN CAN I EXPECT TO RECEIVE PAYMENT OF MY SICK/VACATION PAYOUT?

We will process your sick/vacation payout usually within two weeks of your retirement date. We have to make sure you didn't use any leave time in the last pay period before retirement. A letter with detailed calculations will be sent when we process the paperwork and send your money to Bencor or issue a check if the value is less than \$2500.

BENCOR Special Pay Plan Overview

The BENCOR Special Pay Plan is a retirement program consisting of two parts, the *first part* satisfying the requirements under **Section 401(a)** of the Federal tax law, the *second part* following the dictates of **Section 403(b)**. Together, these two parts are offered by BENCOR, Inc. as one Plan to help governmental units, as well as you as an employee, save up to 7.65% of Social Security and Medicare taxes on certain forms of “special pay” (as described below) contributed to the first and second parts of the Plan. The Plan also results in the *deferral* of your income taxes on that same special pay that is contributed under both parts of the Plan; income taxes are not imposed until you actually withdraw money from the Plan. The Social Security and Medicare tax savings are *permanent* because these taxes are not imposed on withdrawals from the Plan.



Frequently Asked Questions

Who participates in the Plan? To be eligible for the Plan, you must be in a category of employees designated as *covered by board policy*. If you are covered by such policy, then you will participate if you (i) are retiring, separating from service or entering into DROP, and (ii) have accumulated at least \$2,500 in "special pay" (sick leave pay, annual leave-vacation pay, incentive pay, etc.).

What should I do to set up my account? Your employer establishes your Plan account for you. Once your account is created, you should log on to your account to select your investment options as described below and update your beneficiary information to name the person or persons who should receive the funds in your account in the event of your death.

How is my account invested? The Plan offers a full array of investment options in which you may choose to invest amounts contributed to your account. If you do not choose investment options, your account will be invested automatically in your plan’s default option, which may or may not be the best option for your circumstances. Therefore, it is very important for you to log on to your account at www.bencorplans.com as soon as possible to obtain information about all the available investments and choose the options that are appropriate for your objectives and preferences.

What is contributed to the Plan? Contributions to the Plan consist of accumulated special pay that otherwise would be paid to you in cash at retirement or other separation from service. If you enter DROP, contributions are made to the Plan in each year of the DROP period leading up to your actual retirement date. The amount contributed each year depends upon the number of years in your separation period. For example, an employee participating for a period of five (5) years who has accumulated Sick Leave Pay, will have that Terminal Sick Leave Pay deposited as follows:

Year 1	20% of balance of terminal sick leave
Year 2	25% of remaining balance of terminal sick leave
Year 3	33% of remaining balance of terminal sick leave
Year 4	50% of remaining balance of terminal sick leave
Year 5	100% of remaining balance of terminal sick leave

Employees terminating prior to end date of their DROP will be paid 100% of their eligible sick leave balance per policy. Allowing employees to shelter their terminal pay in this fashion maximizes the terminal pay that can be sheltered. If the yearly sick pay contribution exceeds the amount of the contribution limit (see Contribution Limits above) the excess amount will be rolled into the next plan year.

In addition to these employer-made contributions of special pay, you also may choose to “roll over” into the Plan monies invested in other eligible retirement plans or traditional IRAs, thereby consolidating your retirement savings in one place.

Is there a limit on the amount of Special Pay that can be contributed to the Plan? Yes. For 2018, the IRS limits contributions to the 401(a) part of the Plan on behalf of any participant to the *lesser* of \$55,000 or 100% of the participant's includible compensation for the most recent period counted as a year of service. If the amount of special pay exceeds the applicable limit for the 401(a) part of the Plan, any excess is contributed automatically to the 403(b) part of the Plan, again up to a maximum of \$55,000 for 2018, or 100% of the participant's compensation for the year, if less. In total, therefore, if a participant has other current compensation of at least \$55,000, up to \$110,000 of special pay may be contributed to the Plan. If a participant's other current compensation is less than \$55,000, a different calculation applies, but a significant portion of special pay still may be contributed to the Plan.

Your employer never will contribute more to the Special Pay Plan on your behalf than is permitted by law. Any amount that cannot be contributed to the Plan will be paid to you as currently taxable compensation. Please consult your tax advisor or your BENCOR representative regarding your specific Plan contribution limits.

May I still make elective deferrals to another 403(b) or 457(b) plan? You still may elect to defer money into any other plans for which you are eligible, subject to all applicable limits imposed by Federal tax law, but no elective employee contributions may be made to the BENCOR Special Pay Plan.

Can I withdraw money from my account? Your account is always 100% vested and belongs only to you. The balance of your account is available for withdrawal at any time *after* your termination of employment, or upon total disability or death. In the case of your death, the beneficiary(ies) you name under the Plan will be able to withdraw your account balance. Funds may be withdrawn in one or more cash distributions, which are taxable for the year of withdrawal, or in the form of a direct rollover to an IRA or other eligible retirement plan, which results in continued deferral of your income tax obligation. To request a withdrawal, download a Distribution Request Form from www.bencorplans.com. Additional information about income taxes and rollovers is included with the form.

Are my funds taxable and are there any penalties when I withdraw my funds? Income taxes are imposed for the year of withdrawal. Income taxes are deferred in the case of a rollover to an IRA or other eligible retirement plan, although rollovers to a "ROTH" IRA are currently taxable. The Special Tax Notice included with the Distribution Request Form provides general information about the taxation of distributions from the Plan. For specific tax information, consult an independent tax advisor.

There also is a *10% IRS penalty* on withdrawals taken prior to the year in which you turn 59 1/2 if you retire prior to the year in which you turned 55. Your employer has chosen to "make whole" those employees who fall within this category *if* they request all of their funds in cash from the Plan Administrator within the specified period of separation from employment. This normally would require a make-up of 2.35% (10% penalty minus 7.65% previous savings on Social Security and Medicare taxes). However, individuals who have met their FICA salary limit before retiring would receive an 8.55% (10% penalty minus 1.45% savings) reimbursement for amounts over the FICA limit.

Your account is subject to the IRS Required Minimum Distribution rules after you reach age 70 ½ or retire, whichever is later, or following your death, if earlier.

Can I borrow from my account? You may be eligible to borrow up to 50% of your account balance. The minimum loan amount is \$1,000. The amount available to borrow is affected by any other Plan loans you have received. An initiation fee of \$75 is deducted from your account each time you take a loan. A quarterly loan maintenance fee of \$6.25 also applies but not in the quarter the loan is issued. There is a maximum of two (2) loans allowed. Please visit www.bencorplans.com to view loan availability and request a loan.

Will I receive statements? Statements showing your account activity and ending balance are provided after the close of each calendar quarter. You may enroll in e-statements online to save mail time, paper and ink.

Are there any fees? There are no administrative fees charged to your account unless your balance is less than \$1,000 *and* no contributions have been made to your account for more than two years. At that time, if you do not elect a distribution, a monthly maintenance fee will apply.

