

Early Notification Incentive
February 26 – March 8, 2011
Frequently Asked Questions

Question: Are employees with probationary contracts eligible for the Early Notification Incentive?

Answer: *Probationary contract employees are not eligible.*

Question: What should the employee submit to Human Resources?

Answer: *The S-54 must be completely filled out and submitted to Human Resources between Feb. 26 and March 8, 2011. The effective resignation date on the S-54 must be the employee's last contract date.*

Question: Does the S-54 have to be submitted to Human Resources or can the employee submit to the campus principal?

Answer: *The employee must hand deliver the S-54 to Human Resources, which will be accepting the S-54s from 8 a.m. to 5 p.m. on Saturday, Feb. 26., at the administration building, 3700 Ross Ave. On weekdays from Feb. 28 through March 8, S-54s will be accepted from 7:30 a.m. to 6 p.m. at the Dr. Marvin H. Berkeley Human Resources Building, 3708 Ross Ave.*

Question: How will the employee know if he/she has been approved for the Early Notification Incentive?

Answer: *Once the employee submits the S-54 to Human Resources, it will be timed and date-stamped and processed. The employee will receive notification within 48 hours via e-mail confirming eligibility for the Early Notification Incentive.*

Question: If the employee is retiring, will he/she be eligible for this incentive?

Answer: *Employees with a term contract whether it is a resignation or retirement are eligible.*

Question: When will the employees approved for this incentive receive their money?

Answer: *Employees will receive the incentive payment with their July 2011 paychecks. However, the employee's final paycheck will be processed in August 2011.*

Question: Can I resign and not return to work now?

Answer: *Employees are expected to complete the school year.*

Question: Will the campus principal have to sign the S-54?

Answer: *If it is not possible to obtain the principal's signature, Human Resources will notify the campus principal once the employee has been approved for the Early Notification Incentive.*

Question: Are retire-rehires included in the contract educator category?

Answer: *Yes. Retire-rehires are included in the contract educator category.*

Question: Is the employee eligible to work summer school if approved for this incentive?

Answer: *Summer school assignments will be offered to returning employees only.*

Question: If an employee submitted the S-54 before Feb. 26, 2011, will he/she be eligible for this incentive?

Answer: *Only employees who submit the S-54 between Feb. 26 and March 8 are eligible.*

Question: Can the employee retract the S-54 if he/she does not receive the incentive?

Answer: *Yes. Human Resources will notify the employee and the employee's supervisor.*

Question: Can the employee who participates in the Early Notification Incentive apply for a position in the future with the Dallas Independent School District?

Answer: *Employees are eligible to apply effective Sept. 1, 2011.*

Question: What is the process to request documents from the employee's personnel file?

Answer: *Copies of the employee records can be electronically requested by accessing the district's main Web page at www.dallasisd.org.*

Question: Will the employee participating in this incentive be eligible for unemployment?

Answer: *The employee volunteered to resign. Therefore, would not be eligible for unemployment.*

Question: **If the employee is rehired, will he/she show a break in service?**

Answer: ***Yes. The employee will have to go through the entire employment process and there will be a break in service.***

Question: ***Will the employee be eligible to apply for a substitute teacher position with Dallas ISD?***

Answer: ***Employees are eligible to apply effective Sept. 1, 2011.***

Question: Are employees on leave status eligible for this incentive?

Answer: *Employees on an approved leave of absence will be treated in the same manner as active employees provided they meet the eligibility criteria for the incentive.*

Question: Can the money received from this Early Notification Incentive be contributed to a 403(b)-Tax Sheltered Annuity (TSA) or 457(b) S.M.A.R.T Plan?

Answer: *Yes. Any employee can participate or increase contribution in the 403(b) TSA or 457(b) S.M.A.R.T. Plan at any time subject to payroll deadlines.*

Under the 403(b) TSA Plan, an employee who is not currently participating and has no account with an approved Dallas ISD 403(b) vendor and would like to tax defer the incentive money, must set up an account with an approved Dallas ISD 403(b) vendor by the end of May 2011 to ensure that contributions will not return to the district for taxation. If an employee is already participating in this plan, he/she can increase his/her contribution up to the amount allowable by the Internal Revenue Service by making changes online through the DallasISD@YourService Web site Enrollment Center - Enroll in 403(b) Tax Sheltered Annuity (TSA) Plan no later than June 15, 2011 (if incentive is paid in July) or on or before the 15th of the month before the payment for the incentive is made. An employee may call JEM Resource Partners at (800) 943-9179 for more information or assistance in enrolling or making changes.

Under the 457(b) S.M.A.R.T. Plan, an employee may enroll or increase their current contribution online through the DallasISD@YourService Web site Enrollment Center - Enroll in 457(b) S.M.A.R.T. Plan. An employee may call Great-West Retirement Services at (877) 816-0548 (Option 3) for more information or assistance in enrolling or making changes.

Question: At what percentage will the Early Notification Incentive be taxed?

Answer: *The Early Notification Incentive will be included with the July 2011 paycheck; therefore, payment will be taxed based on the employee's W-4 exemptions.*

Question: Who does the employee contact about Teacher Retirement Systems (TRS) accounts?

Answer: *The employee may contact Royse Thigpen at (972) 925-4068 and Delores McCullough at (972) 925-4066. The employee may also call TRS directly at (800) 223-8778.*

Question: What happens to the employee's insurance benefits after employment ends?

Answer: *Employees who are enrolled in medical, dental, vision and health spending account are eligible to continue coverage under COBRA for up to 18 months if their coverage ends due to separation of employment. Other insurance coverage may be converted to an individual policy. Visit DallasISD@YourService Web site at www.disdatyourservice.org for more information about continuation of coverage after employment ends or refer to the attached Benefits Information after Separation of Employment.*

Under House Bill 973, employees who complete their school year contracts or calendar of workdays will continue their benefits coverage through Aug. 31. This means employees can notify the district of their intent to leave without fear of losing benefits coverage.

Question: Is the Early Notification Incentive considered an eligible compensation under the Teacher Retirement System of Texas (TRS)?

Answer: *For TRS purposes, salary and wages are monetary compensation that are (1) payments for services rendered and (2) earned or accrued proportionally as the work is performed. Because this incentive is intended to secure notice of an employee's resignation and not for service rendered by an employee, the payment is not creditable compensation for TRS purposes. TRS deductions will not be made from this payment.*

Question: Where do I go to get information about benefits?

Answer: *Employees can find information about benefits on the DallasISD@YourService Web site at www.disdatyourservice.org.*

For more information, please contact Human Resources at (972) 925-4200 or (972) 925-3700.