



THE DEPARTMENT OF HUMAN RESOURCES

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FAQs: Not Accepting Position

Section 1. General Questions

What criteria was used to determine the staff affected by the reduction?

- Streamline Organizational structures to eliminate duplication and overlap.
- Grant Funding Source Cliff

When is my last day?

All positions affected in MSCS will end June 30, 2024.

How do I update my contact information?

<https://hrportal.scsk12.org/hrempportal/>

Please log into your employee portal with your MSCS username and password

Click Profile to access your Address/Phone/Email/Emergency Contacts.

Click save once your information is updated.

If you need additional assistance, please email hrsupport@scsk12.org

Section 2. Employment Opportunities

How soon can I start applying for other positions?

You can start applying for positions you are qualified for immediately.

How do I apply for a position with MSCS?

Go to www.scsk12.org

- Click on Careers under the Menu tab.
- If you are a new applicant, you will be directed to create a profile by clicking Apply for this job online on any listed job, enter your email and follow the steps presented to you.
- If you are a returning applicant, the system will confirm this once you enter your previously used email address, and you will be directed to the Login page.

I cannot get into my ICIMS account who do I contact?

Try resetting your password by following the steps below:

- Click Log back in at the top right corner on the career page.
- Enter your email address, click Next and you'll see a link for Reset your password.
- A link will then be sent to your previously used email address with directions to reset your password.



If you are still having issues with logging in, please use the link for support [Click Here to Request HR Technology & Data Support](#)

How do I get assistance with updating my resume and preparing for interviews?

The Department of Human Resources will be conducting in-person and virtual “Interview and Resume Writing” workshops for employees who are interested in tips and support with resume writing and interviewing.

If I have not secured a position by June 30, 2024, will I be able to be rehired later?

Yes. The Human Resources Department hopes to have everyone who is currently working remain with MSCS. We are committed to assisting you in your search for other positions within the District.

Section 3. Payroll Information

When will I receive my last paycheck?

Hourly employees will receive their final payment the pay date following the last pay period worked. For 12-month salaried employees, the pay period dates listed on the pay calendar are for attendance purposes only. Salaried employees receive even salary payments so that all contract pay due is paid within the contract year. When an end date is entered in the system, a pro-rated contract amount is calculated based on workdays in the contract year. This is then compared to the employee's paid-to-date. If the balance due is positive, the employee will be paid the balance on the next available pay date. If the balance is negative, the employee will not be due any additional funds as he/she received more money than was due based on the number of workdays in the contract year and the pro-rated contract amount.

Salary Schedule Contract Length

<u>Calendar Type</u>	<u>Contract Length (Days worked within the school year)</u>
12-month Salary Schedule	260
11-month Salary Schedule	220
10.5-month Salary Schedule	210
10-month Salary Schedule	200

12 Month Salaried:

For salaried employees working through 6/30/24, the final payment would be on 6/21/24. This would be the 26th and final payment of the year and would pay out the contract balance through 6/30 with the final vacation payout on 7/5/2024.

If a 12-month salaried employee goes to a 10-month teacher position, they will miss the 7/5 and 7/19 payments as the first 10-month payment of the new year will be on 8/2.



Example of a 12-month salaried employee going into a teacher role

John is currently a 12-month salaried employee with a annual salary of \$73,000.00
John accepts a teacher position and has 10 years of applicable teaching service and has his masters degree.
John will be placed on masters step (10) of the current teacher salary schedule and paid (60,183.00).

If a 12-month salaried employee goes to a 11-month salaried position, they will miss the 7/5 and 7/19 payments as the first 10-month payment of the new year will be on 8/2.

Example of a 12-month salaried employee going to an 11-month position:

\$86,567.77 (current salary) divided by (/) current pay schedule (2080 days in a 12-month SY) = \$41.6191
\$41.6191 multiply by (x) new pay schedule (1760 days in a 11-month SY) = \$73,249.61 (new annual)

If a salaried employee transfers from a 12-month to a 10-month or 11-month salaried position, any negative balance would be transferred to the new position which would decrease the employee's contract amount for the current year.

12 Month Hourly:

If a 12-month hourly employee moves to a 10-month hourly position, the last payment in the 12-month role would be on 7/5 for period 6/15 - 6/28. The first workday of the new year for 10-month hourly will be on 7/29/24. The first payment of the year will be on 8/16 for period 7/27 - 8/9.

How will my paycheck be calculated if I accept a position at a lower compensation rate?

For salaried employees, if the change is made during the current contract year, the system would calculate a pro-rated contract amount. This amount would be divided by the number of payments remaining in the contract year to give the new bi-weekly rate. Keep in mind, any balance (positive or negative) from the employee's previous position will be transferred to the new position, thus impacting the contract amount and bi-weekly gross.

Will I get a severance package?

No. MSCS will not offer severance pay to employees impacted by the elimination process.

What will happen when my tax-sheltered annuity or credit union payroll deduction has stopped?

You will need to contact the tax-sheltered annuity company regarding your account. You will also need to contact the credit union to make any payment arrangements since payroll deductions will end with your last paycheck.



Section 4. Benefits and other resource information

How can I utilize the Employee Assistance Program (EAP) services for support?

For support services, Methodist LeBonheur Healthcare (EAP) can be reached at 1-800-880-5658 or 901-683-5658 or email www.methodistEAPcanhelp.org.

Will I be compensated for unused vacation time?

Employees that do not secure a new position:

Yes. The balance of available vacation days will be paid out with your last paycheck. The vacation payout check will be a separate check and subject to federal and state taxes.

Employees that secure a non-vacation eligible position:

Vacation payout eligibility is currently under review. Your current vacation accrual balance will remain available for use during your employment with MSCS. Please see your direct supervisor for approval to use your remaining vacation time in accordance with Board Policy 4025.

Will I be compensated for unused sick time or personal days?

No. If you are eligible for retirement, the balance of your unused sick days will be calculated into your retirement service with TCRS. If you are not eligible to retire, you can request a written balance of your unused sick time by emailing employeeconnect@scsk12.org.

How long will my current MSCS health insurance continue?

If you are a salaried employee participating in a MSCS health plan, your coverage will remain in effect until the end of the month in which you terminate employment. Your insurance coverage will end on 6/30/24. Exception: If your position is set up for 20 pay deductions, your health coverage will remain in effect until 8/31/2024.

Please review the following to better understand how this transition impacts your insurance benefits:

12-month employees (24 pay periods- employees that receive checks in the summer months)

If you are in a 12-month position and are currently enrolled in a MSCS health plan, your coverage will remain in effect until the end of the month in which you terminate employment. *If you accept another 12-month position and do not experience a break in employment, your current health coverage will continue. If you accept a 10-month position, you will have the opportunity to enroll in benefits as a new hire. Your coverage will be effective on the first of the month following your first (30) days of employment.*

10-month employees (24 pay periods- employees that receive checks during summer months)

If you are in a 10-month position and are currently enrolled in a MSCS health plan, your



coverage will remain in effect until the end of the month in which you terminate employment. *If you accept another 10-month (24 pay period) position and do not experience a break in employment, your current health coverage will continue.*

10-month employees (20 pay periods- employees that do not receive checks during summer months)

If you are in a 10-month position, your health coverage will remain in effect until 8/31/2024. *If you accept the position offered to you and experience a break in employment, you will have an opportunity to enroll in benefits as a new hire. Your coverage will be effective on the first of the month following your first (30) days of employment.*

Note: Insurance coverage breaks could impact your eligibility to continue your MSCS health coverage in retirement. Please contact the Benefits Department at 901-416-5344 or benefits@scsk12.org for more information.

Will my MSCS life insurance coverage be cancelled?

Yes. Your group term life insurance coverage will be terminated at the end of the month in which you terminate employment. You will have an opportunity to convert the policy into an individual group term life policy through Securian Life. Life Insurance conversion and portability paperwork will be mailed directly to your home address within 14 business days by Securian Life after your termination date is entered into our payroll system. If you have not received your paperwork after 14 days of termination, Securian Life can be reached directly at 1-855-750-1906.

Is the coverage under COBRA the same health coverage that I had as an active employee?

Yes, COBRA is a continuation of your current health coverage (medical, dental and vision) when your employment ends. Please note that the District reserves the right to modify, amend, or eliminate plans and carriers at any time in the future.

If I was not enrolled in a health plan, will I be eligible to participate in the COBRA program?

No. You must have been enrolled in a health plan prior to separation of employment, in order to participate in COBRA.

Will I be allowed to continue supplemental insurance such as disability or 403(b) plans?

Yes. You must contact the carrier to make payment arrangements since any payroll deductions will end with your last paycheck. A list of disability and supplemental insurance carriers and their contact information is available on our MSCS website at www.scsk12.org (under Benefits).

Can I get a refund or rollover my TCRS retirement contributions to another plan?



Yes. You will need to complete the *Application for Refund of Accumulated Contributions* and return it to the Office of Benefits and Compensation, Room 108, 160 S. Hollywood in the Barnes (legacy SCS) building for certification. The forms are available on the TCRS website at www.tcrs.tn.gov. For additional information, contact TCRS directly at (800) 922-7772.

What options do I have with my 401(k) plan?

If you are currently participating in 401(k), you must contact Empower/TCRS directly to discuss your options as you may be allowed to leave, withdraw, or transfer the funds. They can be reached directly at 1-800-922-7772.

What is the Tennessee Consolidated Retirement System (TCRS) retirement qualifications?

- Full retirement:
 - 60 years old with 5 years of service (vested) *OR* 30 years of service
- Early retirement:
 - 55 years old with 5 years of service (vested) *OR* 25 – 29 years of service

How can I contact TCRS and confirm that I am eligible to retire with TCRS?

You can visit www.mytcrs.tn.gov or contact them directly at 1-800-922-7772

What steps do I take if I am ready to apply for retirement?

If you have confirmed your eligibility to retire, you must complete the following steps:

- Log into MSCS Employee Portal to submit your electronic intent to retire
- Log into Tennessee Consolidated Retirement System to submit the electronic Retirement Application (within 5-7 business days from submitting your intent to retire)
- Complete the required MSCS documents, and attach the to your retirement intent in the Employee Portal:
 - Retirement Notification form (must be signed by supervisor)
 - Retiree Health Enrollment Form
 - Copy of your Medicare A & B card (if applicable)
 - Basic life insurance election form (if eligible)

 - Minnesota Life Beneficiary form (if eligible)
 - Member Information Change Form

Will I be eligible for unemployment compensation? How do I apply?

Yes. You will receive a separation notice from MSCS with instructions on how to apply.



Section 5. Certified Employees ONLY

What severance packages and benefits will be provided?

While severance packages will not be extended, affected employees are strongly encouraged to explore available opportunities by applying for open positions within the organization.

What support services are available during the transition?

Human Resources will offer supplementary assistance in crafting resumes and preparing for interviews to support impacted employees during this transition.

Is there a formal process available for appeals in the event of a disagreement with the decision?

There is no formal appeal process for positions that are eliminated due to a loss of funding.

How will updates and information related to the reduction be communicated?

Communication regarding these changes will be disseminated by Human Resources through multiple channels, including email, robocalls, in-person meetings, and direct mail.