

ST. VRAIN VALLEY SCHOOLS
academic excellence by design
Department of Human Resources
395 South Pratt Parkway, Longmont, Colorado 80501
303-682-7435

The following is benefit information relating to your recent departure from St. Vrain Valley Schools:

Final Paycheck

Upon completion of your last work day, your final check will be issued on the last day of your contracted pay cycle.

- Certified and Classified < 248 **Annualized** Employees: Last Pay Cycle is July.
- APT, Classified 248 and Classified < 248 **Time Card** Employees: Last Pay Cycle is June.

If you do not work until the last day of your employee work calendar for the fiscal year, your final check will be issued on the last day of the current or following month's pay cycle.

Leave Balance Pay-Out

Eligible employees may receive an unused Accrued/Sick Leave Balance payout, according to the schedules below. If applicable, these monies will be distributed generally within one month of the term date or when all absences have been reported with the normal monthly payroll.

Certified Employees

- Certified employees retiring through PERA with ten (10) years of service in the District or who leaves the District with twenty (20) or more years of service with the District will receive a payout for each seven (7) hour increment of unused accrued sick leave as indicated on the schedule below up to a maximum of nine hundred three (903) paid hours.
- Certified employees retiring through PERA with at least ten (10) years of service in the District shall receive \$60.00 for each seven (7) hour increment of unused accrued sick leave above seventy (70) hours up to a maximum of nine hundred three (903) paid hours.
- Certified employees retiring through PERA with at least fifteen (15) years of service in the District shall receive \$70.00 for each seven (7) hour increment of unused accrued sick leave above thirty-five (35) hours up to a maximum of nine hundred three (903) paid hours.
- Certified employees who leave the District with at least twenty (20) years of service in the District shall receive \$85.00 for each seven (7) hour increment of unused accrued sick leave up to a maximum of nine hundred three (903) paid hours.
- Certified employees who leave the District with at least twenty-five (25) years of service in the District shall receive \$100.00 for each seven (7) hour increment of unused accrued sick leave up to a maximum of nine hundred three (903) paid hours.

Classified/APT Employees

- Any Classified/APT employee voluntarily separating or laid off from the school district, with at least 10 years of continuous service in the school district, may be eligible for reimbursement for unused Paid Time Off and/or Accrued Sick Leave. The total amount of PTO and Accrued Sick Leave will be calculated into one lump sum. The employee will be paid 50% of the employee's current daily rate for all unused PTO and Accrued Sick Leave above 20 district business work days up to a maximum of 150 paid days.
- Earned, unused vacation hours are paid out at the employee's current hourly rate and are PERA includible and become a part of the Highest Average Salary (HAS).

Benefit Termination

Upon resignation, lay-off, or retirement, and **provided you have worked until the last day of your employee work calendar**, your benefits will end on the following:

- Last Day Paid June 30th, Benefits End June 30th
- Last Day Paid July 31st, Benefits End July 31st

Benefits are not extended for any extra duty assignments, i.e. summer school or seasonal work. **If you did not work until the last day of your employee work calendar**, benefits will end on the last day of the month in which your final day of employment falls.

Retirees

PERA Retirees who have enrolled in PERACare health coverage should be aware that during the time of waiting for your final paycheck and completion of the PERA Final Six Months Salary Report by the SVVSD Payroll Department, PERACare insurance may be suspended temporarily - however this will not change the PERA Care benefits effective date. During this waiting period, you may need to pay for medical and dental expenses, however after your PERA Final Six Month Salary Report is completed you may file claims for possible reimbursement, according to the PERACare plan provisions, for services received during the waiting period.

COBRA Notification

If you have district medical, dental, vision and/or credits due on your Health Care Flexible Spending Account, you will have the right to continue the same level of benefits under the COBRA premium structure. You can expect to receive this information within 30 days of your coverage terminating directly from Optum, 1-877-292-4040.

PERA

If you wish to obtain information on your pension or PERA Plus Retirement plans, please contact PERA directly at 303-832-

9550. **401(k), 403(b), or 457 Distributions/Rollovers**

For information regarding these retirement savings plans, please contact the TSA representative that helped you initially set up your account.

Life Insurance Continuation Provisions

A form will be mailed to your home by the SVVSD Benefits Department notifying you of your rights to continue any applicable life insurance policies. You will receive this notification within 30 days of your coverage end date.

Rehire Benefit Provisions

- Employees who return to SVVSD within six months of their no-fault, involuntary departure, i.e. staff reduction or discontinued program, are eligible to participate in the same level of applicable benefits, leave accruals, professional development, and longevity pay as when they left the District.
- If returning into a position within the same employee group, the employee will have any forfeited PTO and/or Accrued Sick Leave hours and Sick Leave Bank enrollment reinstated if such hours/enrollment were lost at the time of separation and not paid out.
- If rehired into the same position title within the same salary range, the employee shall be paid at his/her previous salary providing the previous salary was within the salary range.
- Individuals changing to a different position and those who were previously paid outside the appropriate salary range shall be placed in the appropriate range using the salary schedule placement process in effect at the time of rehire.

Voluntary departures, ie. resignations, do not receive any of the rehire benefits stated above.

Should you have any questions regarding these or any other SVVSD benefits, feel free to contact the SVVSD Benefits Department
Lori Holt, Benefits Technician, 303-682-7337 (Employees Last Name A-L)
Leticia Tapia, Benefits Technician, 303-682-7383 (Employees Last Name M-Z)
Kristina De Ezpeleta, Benefits Manager, 303-682-7341
Becca Ewer, Leave Specialist, 303-682-7297
benefits@svvdsd.org