

The CEA Voice

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Steps to a Successful Retirement and Severance Payment

Columbus City Schools sent the following information to members regarding retirement and severance pay. Please read carefully to ensure there are no issues with your retirement pay.

Below are important facts and procedures you should review now in anticipation of your retirement and payout of your severance dollars.

1. Have you given appropriate notice in reference to your organization's contract or agreement?

You must know the requirements for you to receive the enhanced severance payment rate. This is sometimes referred to as "Super Severance" and requires significant advance notice given to Human Resources of your intent to retire.

2. What are the requirements to receive severance pay?

You must retire with the district and the appropriate retirement system (SERS, STRS). The date of your retirement with the district must be within 120 calendar days of your retirement date with SERS or STRS. You must have five consecutive years of service with the district. You may receive severance pay one time as you can only retire once.

3. What steps must I take to remit my severance pay to my 403b and/or 457 accounts?

- Contact your annuity agent. If you do not have an account, you may select a company and agent from the approved annuity company list found on the CCS Intranet under "Treasurer, Payroll, Annuity."
- You must have/had successful payroll deduction of a 403b and 457 to be eligible to contribute funds from your severance. If you have no account but wish to open one, you must complete the process and have successful deductions before your last day of employment with the district. Your last day of employment with the district is the last day you work/last day of your contract, whichever is earlier.
- You must have the appropriate document completed and signed by the annuity agent. We will not make adjustments to the amount of contribution so you must accurately calculate your severance with your agent. If the amount is not correct, the request will not be honored.

4. How do I know the total of my severance payment?

There is a severance pay estimator on the CCS Intranet. You should use the estimator to deter-

mine the amount you may contribute to the 403b and/or 457. If you pay Medicare, you must pay on the gross amount of your severance pay. Simply indicate this on the estimator and it will calculate the Medicare tax for you. You must pay city tax on your gross severance pay as well. The estimator will calculate this for you. You will need your latest pay statement to obtain your rate of pay and your current leave balances when using the estimator. Remember to monitor your leave balance as you get closer to your last day so you may adjust the amount of contribution if you use additional sick or personal leave.

5. When will my severance pay be issued?

We must finish paying out your regular wages before we pay your severance. Employees on a 21-pay schedule will receive severance before those on the 26-pay plan.

6. Remember to stay in contact with your annuity agent as you get closer to your final day. It is important that any necessary adjustment to the amount of contribution is corrected before your last day of employment.

UNCF Helps Our Students

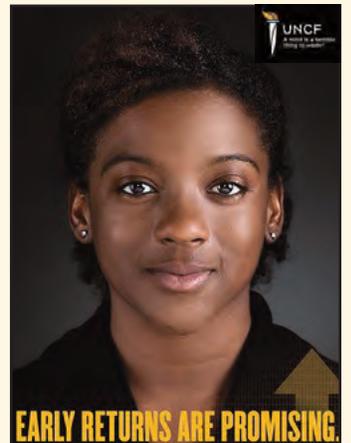
UNCF is the nation's largest and most effective minority education organization.

UNCF plays a critical role in enabling more than 60,000 students each year to attend college. We are now in the middle of our Columbus City Schools' UNCF Workplace Campaign. Fifty percent of every dollar we raise is designated for scholarships for Columbus City School students. Please be generous in your giving. Many of our students do not have the resources to consider higher education. Your donation is an investment in our children, our community and our nation.

This drive is very important, as we prepare our students for jobs in the global community.

Over sixty percent of UNCF scholars are the first in their families to attend college, and their successful education changes lives. Your investment can help break the cycle of poverty and despair in a family. The impact of your gift will be felt for generations to come.

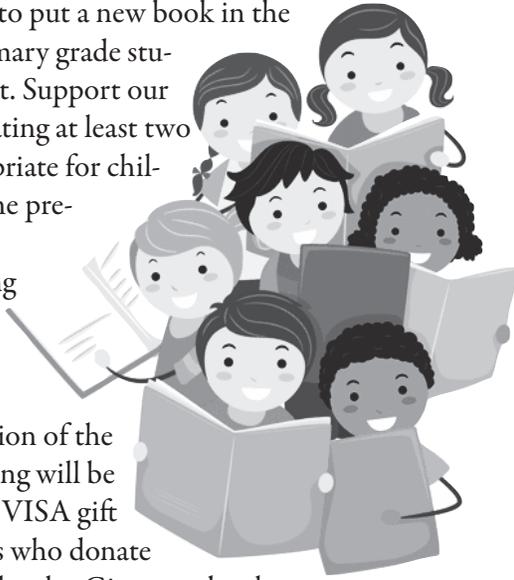
Once your campaign coordinator gives you your pledge card, please complete and return it as soon as possible. Our UNCF Workplace Campaign ends on Feb. 26, 2016. "A mind is a terrible thing to waste."



Support Our Young Readers

The CEA Book Drive kicked off Feb. 1 and will end on Feb. 29. We want to put a new book in the hands of each primary grade student in our district. Support our campaign by donating at least two new books appropriate for children reading on the pre-primer through third-grade reading level. A suggested book list has been given to your FR.

At the conclusion of the campaign, a drawing will be held for five \$100 VISA gift cards for members who donate at least three new books. Give your books to your FR or building campaign chairperson, and ask for an entry form for every three books you donate. Send your completed forms to Teri Mullins at the CEA office (Rt. #1) no later than Friday, Mar. 4. The drawing will take place on Monday, Mar. 7. For more information about the campaign, call Teri Mullins at CEA (614) 253-4731, or send her an email at tmullins@ceaohio.org.



Illness Can Be Catastrophic

Sometimes a life-threatening illness drives us over the designated number of sick leave days. That's why we have Catastrophic Leave (Section 701.07). This is different from the Sick Leave Bank.

Catastrophic Leave is for colleagues who are experiencing very serious illnesses or for those who must take care of a family member experiencing such illness. An employee who has exhausted all sick and personal days and faces a life-threatening illness may receive as many as 45 donated days, if approved by the Joint Catastrophic Leave Committee.

Donations can be made directly to the bank by filling out a sick leave form, or days can be given for specific teachers. These days can be donated at any time. Please think of your colleagues and donate. It takes just 7.5 donated days to cover a two-week paycheck for an individual on catastrophic leave. Your donation of as little as one day will make a difference.

To donate, enter your name at the top of the CCS "Report of Employee Absence" form. In the "Comments" section write the words, "Catastrophic Sick Leave Donation." Be sure that you and your principal or supervisor sign the form.

We often experience a shortage of donated days so please consider making a donation. We currently have two members in need of days. **Terri Long**, a teacher at **Trevitt ES**, and **Shayla Bond**, a teacher at **Columbus City Prep. School for Girls**, have been granted catastrophic leave. Let's help our fellow members during their time of need.

Joint District Meetings Scheduled

The CEA Governors will hold two district meetings next week: Tuesday, Feb. 16, at the Spaghetti Warehouse; and Thursday, Feb. 18, at the 94th Aero Squadron. Both meetings will begin at 4:30 p.m. In addition to regular CEA business, candidates for OEA delegate, NEA delegate and CEA President and Vice President will be given an opportunity to share with you their reasons for running for office and to communicate their qualifications for holding the respective positions. These meetings are open to all CEA members. If you have questions, call CEA at (614) 253-4731.

Apply To Teach Summer School

The application for the district summer school program is now available on the CCS website at www.columbus.k12.oh.us/summerschool/. To be eligible to work in this program, you must be a full-time certificated/licensed teacher in the district. Although there is no established deadline for completing the teacher summer school application, the goal is to finalize summer staffing prior to spring break. Selections will begin immediately and continue until all positions are filled. Selected teachers will receive a selection agreement by school mail that must be signed and returned.

Help Select K-5 Reading Resources

Our *CEA Master Agreement* provides members input into vital classroom decisions. Section 504.01 details the agreed-upon framework for one of these, textbook selection. When it is time to review textbooks in a particular subject area, teachers from those subjects participate.

Here's how the process works:

- CCS posts a notice asking for textbook-adoption committee participants.
- Teachers from each pertinent subject area and grade level at schools involved select the nominees.
- Each of the building nominee elections is conducted by its principal/supervisor and the Association Building Council (ABC).
- Nominees go to a joint Association and Board committee for a final vote.
- Administrators have the right to designate one member of each textbook committee.

The Joint Textbook Committee will meet on Feb. 19 to review nominations for the K-5 Reading Resources Adoption Committee. If you currently teach reading in grades K-5 and you are interested in being a part of the process, let your principal/supervisor know you are interested in participating no later than Feb. 18.

Special Notes

- ❑ Completed **Summer 2016 Fee Waivers** are due back to the **Sixth Street Annex** by **Friday, Feb. 12, 2016, 5 p.m.** Applicants who are **Priority I** or **Priority II** status must include the proper documentation with completed fee waivers. **Documentation is required with each fee waiver process.** Your priority status will change without the proper documentation. If you have questions, call **Norma Oldham**, Sixth Street Annex, (614) 365-5039.
- ❑ **Declare your candidacy through Feb. 16 for Association positions: CEA President; CEA Vice President; Governors in Districts 1, 2, 7, 8 and 9; High School Governor-At-Large; 2016 NEA Delegates, 2016 NEA State Delegates At-Large and 2016-2017 OEA Delegates.** Campaigning ends **Mar. 14.** Members will vote from **Mar. 1-14**, with votes tabulated on **Mar. 15.** If necessary, run-off campaigning will be from **Apr. 4-25**, with voting from **Apr. 12-25.** Candidacy Forms will be available at www.ceaohio.org under the "forms" tab, or from **Judy Nelson** at (614) 253-4731. For questions, contact **CEA Elections Committee Chair Neil Moore** at (614) 264-2188.
- ❑ **Applying for a continuing contract? The deadline for the 2016-2017 school year is Mar. 5.** Find the form on the CCS Intranet under Human Resources/HR Administration/Mira Wright, or download it at www.ccsob.us/HRAdministration.aspx under Licensing/Contract. CEA recommends you hand deliver to Human Resources and request a time-stamped receipt.