



TERMINATING BENEFITS OF CMCSS EMPLOYEES PROCEDURE (BEN-P024)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of terminating benefits of CMCSS employees who have resigned or have been terminated.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Benefits Associate (BA)

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Director

4.0 DEFINITIONS:

- 4.1 None.

5.0 PROCEDURE:

- 5.1 Benefits Associate receives and prints the email notification for a Personnel Action (PA) Approval.
- 5.2 Benefits Associate locates PA in Munis.
- 5.3 B.A. notates employee's termination date and all benefit deductions currently active for said employee.
- 5.4 Termination date is then located on employee's pay schedule in the Reporting Period column to determine the date of the last regular payroll.
- 5.5 If the employee is a teacher:
 - 5.5.1 and the employment terminates before the last reporting period of the school year, all benefits will cease on the last day of the month that the last payroll is received based on calendar reporting period.
 - 5.5.2 and the employment terminates within the last reporting period of the school year and a June paycheck is received, all benefit coverage will cease on September 1st of the current year.
- 5.6 If the employee is an administrator:
 - 5.6.1 and the last paycheck to be received is before May, all benefits will cease on the last day of the following month.
 - 5.6.2 and the last paycheck to be received is May, June, or July, all benefit coverage will cease on September 1st of the current year.
- 5.7 If the employee is classified staff:
 - 5.7.1 all benefits will cease on the last day of the month or the 15th depending upon whether the last check is the first or second pay of the benefit month.



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5.7.2 and the last paycheck received is the last payroll for which benefit deductions are taken, all benefit coverage will cease on September 1st of the current year.

5.8 Appropriate Vendors are contacted and termination process followed according to each vendor's guidelines.

6.0 PERFORMANCE MEASURE(S):

6.1 None identified.

7.0 INTERACTIONS:

7.1 Classified Employment Representative

7.2 Certified Employment Representative

8.0 ASSOCIATED DOCUMENTS:

8.1 Email Notification

8.2 Personnel Action

8.3 Vendor Guidelines

9.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Personnel Action	Benefits Office	Indefinitely	Permanent	Secured Office

10.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/09/09		Initial Release

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