



## **SCHOOL YEAR 2016-2017 DECLARATION OF INTENT TO NOT RETURN (DINR) For Washington Teachers' Union (WTU) Members FREQUENTLY ASKED QUESTIONS**

### **What is the Declaration of Intent to Not Return (DINR) process?**

The 2007-2012 Collective Bargaining Agreement between the Washington Teachers' Union (WTU) and the District of Columbia Public Schools (DCPS) requires that members who do not intend to continue employment with DCPS the following school year are required to submit a DINR application no later than April 1 annually. This requirement applies to members who are retiring as well as resigning from the school system.

WTU members who submit the DINR application by April 1 annually, and who do in fact leave the school system of their own accord at the conclusion of the school year, shall be eligible for a one-time \$1,000 bonus payable by September 30 of the calendar year in which they leave DCPS. Members who do not submit the DINR application by April 1, but voluntarily separate from DCPS at the conclusion of the 2016-2017 school year or at any point before or during the 2017-2018 school year may be required to pay a \$1,000 penalty fine to DCPS.

### **Why does DCPS offer the DINR process?**

The DINR process helps DCPS identify vacancies early. This information allows DCPS to plan for the staffing season effectively and ensure that our students begin the year with fully staffed schools.

### **Who is eligible to apply for DINR?**

All WTU members (ET-15 and EG-9 Teachers and Related Service Providers) are eligible to apply.

### **How do I submit a DINR application?**

WTU members can access the DINR application through the DCPS website: <http://dcps.dc.gov/page/declaration-intent>. Please note that the DINR application is only available online. If you do not have access to a computer, you may visit Human Resources at 1200 First Street NE, 10<sup>th</sup> Floor, Washington, DC 20002 to use an available computer.

### **When is the DINR due?**

The DINR application must be submitted **by 5pm on Monday, April 3, 2017**. Pursuant to the provisions of the WTU Collective Bargaining Agreement (Article XXXVI Section 17), the online application will close immediately following the date and time listed above.

### **What will happen if I submit a DINR and I change my mind?**

Any employee, who files a DINR by April 3 and changes his/her mind about leaving DCPS, must withdraw the DINR online on or before **5pm on Monday, May 1, 2017**. Such persons shall not be eligible for the one thousand dollar (\$1,000) bonus payment nor be subject to any penalty.

If an employee files a DINR by April 3 and changes his/her mind about leaving DCPS, but does not withdraw the DINR online on or before **5pm on Monday, May 1, 2017**, he/she will be subject to the \$1,000 penalty in the form of withheld compensation.

**How do I withdraw my DINR application?**

To withdraw, log onto the DINR application through <http://octo.quickbase.com> between April 4 and May 1 and submit a request to withdraw. You will receive an email within twenty-four (24) hours confirming the withdrawal of your application. If you do not receive a confirmation email, your withdrawal request is not complete and your original request to resign or retire will be accepted and processed.

**Will I be eligible to receive the incentive if I do not submit a DINR application?**

No. If you do not submit the DINR application online, you will not be considered for the bonus payment. Additionally, if you voluntarily leave the system following the 2016-2017 school year, you will be subject to the \$1,000 penalty in the form of withheld compensation.

**How do I know if I am eligible to retire?**

WTU members who meet the criteria listed below are eligible to retire by 09/30/2017:

- 55 years of age and 30 years of service
- 60 years of age and 20 years of service
- 62 years of age and 5 or more years of service

Note that effective March 2, 2010, to be eligible for post-retirement health and life insurance coverage,

- (1) You must have at least ten (10) years of creditable District service, and
- (2) You must have continuous coverage under the District Health Plan for at least five (5) years immediately preceding your retirement date.

**Is DCPS offering any additional incentive opportunities such as the “Teacher Transition Award” or an “Early-Out Retirement” this year?**

No. There is no plan to offer additional monetary incentives to separating employees.

**Are DCPS employees who are not members of the WTU eligible to submit a DINR?**

Yes. There is a separate DINR process for members of the Council of School Officers (CSO) union. Only Principals and Assistant Principals are eligible to participate in the CSO DINR process.

**I am a WTU member; however, I cannot access the DINR application. What should I do?**

You are encouraged to log onto the DINR Application when it opens on February 20, 2017 through the DCPS website (<https://dcps.dc.gov/page/declaration-intent>) to confirm your access to the application. If you do not have access to the DINR application, contact DCPS Offboarding at [dcps.offboarding@dc.gov](mailto:dcps.offboarding@dc.gov). Be sure to include your name, employee ID number, and email address. You will receive a response typically within two (2) business days that will include a web link to the application.

**I’m resigning; do I need to submit a resignation letter with the DINR application?**

No. The DINR application will serve as your resignation letter and the effective date of separation will be July 8, 2017. This date ensures that you will have health insurance through the summer and that all of your Summer Pay Credit (SPC) will be paid accordingly. Submitting an additional resignation letter to Human Resources may cause an issue with your separation processing, so please do not submit a letter.

**I’m retiring; do I need to submit a retirement computation form with the DINR application?**

No. The DINR application includes the necessary data. You should complete all of the fields on the application, even if you previously submitted a retirement computation form to Human Resources.

**Can I retire at any time prior to the end of SY 2015-2016 and receive a DINR bonus payment?**

No. To be eligible for the DINR bonus payment, you must retire after the last workday of the 2016-2017 school year and prior to the first reporting day for educators for SY 2017-2018.

**If I resign prior to the end of school year 2016-2017, am I eligible for the DINR bonus payment?**

No. You must complete the 2016-2017 school year to receive the DINR bonus payment.

**My expected resignation/retirement date is prior to the end of school year 2016-2017, can I exhaust my leave to extend my resignation/retirement date through the last workday of the school year?**

The use of leave is governed by the Collective Bargaining Agreement and the District of Columbia Municipal Regulations. Any use of sick and/or annual leave must be in accordance with that guidance (i.e., submission of valid doctor's notes, supervisor notice and approval).

**If my retirement eligibility date is after the start of SY 2017-2018 can I participate in the DINR?**

You will be eligible to participate in the DINR if your retirement eligibility date is on or before September 30, 2017.

**If I have elected to retire, when will DCPS provide me with an eligibility calculation? How will my average salary be calculated?**

Human Resources will provide a retirement eligibility calculation by April 7, 2017. You will receive an email notification when this calculation has been completed. Your average salary is calculated based on the average actual rate of pay you earned during the 36 consecutive months of service when your pay was the highest.

**Will I receive confirmation that my DINR was successfully submitted?**

Yes. You will receive a confirmation email from Human Resources within twenty-four (24) hours of your online submission. If you do not receive a confirmation email, your application is not complete and will not be reviewed or considered for the DINR bonus payment and you may be subject to the \$1,000 penalty if you decide to leave the system. Additionally, you can view your application status online by returning to the 2017 DINR application through <http://dcps.dc.gov/page/declaration-intent>. Your application status will reflect "Resignation/Retirement Application Submitted" until Human Resources reviews the application. Once the initial review is complete, your application status will change to "In-Process".

**What does "In-Process" mean?**

Your DINR application has been received and Human Resources has conducted an initial review of your application. Once a final determination has been made, your status will change to "Approved" or "Denied".

**Will Employee Services notify my principal that I submitted a DINR?**

Yes. Human Resources will provide Principals an initial list of resignation participants on April 7 and a final list on May 5. The list of retiree participants will be submitted to Principals on a rolling basis as eligibility calculations are completed on April 7, 2017.

**When will DCPS notify me that I was approved for the DINR bonus payment?**

Human Resources will provide email notification to both resigning and retiring employees of their approval for the DINR bonus payment on or after August 18, 2017.

**What future correspondence should I expect to receive from DCPS in regards to my separation?**

If you are **retiring**, you will receive a Retirement Estimate and will be contacted to schedule an appointment with a member of the Retirement Unit.

If you are **resigning**, you will receive an acceptance of resignation letter and an explanation of the voluntary continuation of benefits process. Upon separation of employment, both resigning and retiring employees will

receive the *Personnel Action Report SF-50 form* which is used to document your length of service with the District of Columbia Public Schools. Please note that these documents will be mailed on or after July 1, 2016 to the current address that you have on file in PeopleSoft.

**What are the tax liabilities of the DINR bonus payment?**

The bonus payment is tax liable and will be counted in tax year 2017.

**When will I receive the DINR bonus payment?**

You will receive the bonus payment no later than September 29, 2017.

**How will I receive the DINR bonus payment?**

Your bonus payment will be in the form of a paper check. The check will be mailed to your current address as reflected in PeopleSoft on July 8, 2017.

**How do I cancel allotments and/or direct deposit?**

If you would like to cancel your allotments or direct deposit you should submit changes through PeopleSoft at <http://pshcm.dc.gov> from a DC Government networked computer. Note that you will not have access to your account following your separation date. If you do not have access to a computer, you may use a computer at the Human Resources offices, which are located at 1200 First Street NE, 10<sup>th</sup> Floor ,Washington, DC 20002.

**I am moving, when and how do I change my address?**

To change your address, log onto PeopleSoft Employee Self Service (<http://ess.dc.gov>) from any computer to change your address on or before Saturday, July 8, 2017. If you need to change your address after July 8, 2017, you will need to send a fax request to HR Answers at (202) 442-5315. The fax should include your full name, employee ID number and proof of the new address (government issued identification with new address listed or a utility bill that reflects your name and the new address).

Note that all future correspondence from DCPS will be mailed to the address on file in PeopleSoft as of July 8, 2017. If you ever need to change your address with DCPS, follow the instructions as listed above.

**What happens if I don't receive my bonus payment?**

If you do not receive your bonus payment by October 14, 2017, please contact the DCPS Office of the Chief Financial Officer at (202) 442-5330 and request a stop payment. You will be provided with a Re-issue Request Form if the check cannot be located.

**As a DINR participant, am I eligible to teach summer school this school year?**

Yes. As a DINR participant you are eligible to teach summer school.

**Will I keep my benefits through the summer?**

Yes. You will maintain your health and life benefits through July 8, 2017. Following that date, you are entitled to 31 additional days of coverage at no cost to you (August 8, 2017). If you are interested in coverage beyond the 31 day period, you must apply for Temporary Continuation of Coverage (TCC) by submitting enrollment forms to Human Resources within 30 days from July 8, 2017.

**Can I return to DCPS after I receive the \$1,000 DINR bonus payment?**

Yes, however, if you decide to return to DCPS within one (1) year of your separation date, you will be required to pay back the one thousand dollar (\$1,000) bonus payment through payroll deductions.

**How do I apply for my Teachers' Retirement Refund?**

Teachers who are resigning are eligible to apply for a refund of Teachers' retirement contributions. To obtain a *Teachers' Retirement Refund Application* please log onto <http://dcps.dc.gov/page/declaration-intent>. You must have received your *Personnel Action Report SF-50 Form* from the DCPS Human Resources to attach with your Teachers' Retirement Refund Application.

**How can I obtain a verification of my employment with DCPS?**

DCPS offers an online employment verification request system. To obtain a verification request online, please visit the [DCPS Employment Verification](http://dcps.dc.gov/page/declaration-intent) website or the DINR website at <http://dcps.dc.gov/page/declaration-intent>. Human Resources will require the following information at the time of the request:

- Employee's Full Name
- Employee's Social Security Number
- Employee's DCPS PeopleSoft ID Number
- Signed Information Authorization Release Form

**Whom should I contact if I have questions?**

Visit the DINR webpage for the most up-to-date information: <http://dcps.dc.gov/page/declaration-intent>  
Human Resources is also available to answer your questions via email or phone.

Email: [dcps.offboarding@dc.gov](mailto:dcps.offboarding@dc.gov)