



EMPLOYEE RETIREMENT PROCEDURE (BEN-P004)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for retirement from the Clarksville-Montgomery County School System.

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

2.0 RESPONSIBILITY:

- 2.1 Chief Human Resources Officer
- 2.2 Human Resources Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer
- 3.2 Human Resources Coordinator

4.0 DEFINITIONS:

- 4.1 TCRS: Tennessee Consolidated Retirement System
- 4.2 CMCSS: Clarksville-Montgomery County School System

5.0 PROCEDURE:

- 5.1 Employee seeks information leading to retirement.
- 5.2 Employee makes appointment with the Chief Human Resources Officer/ Human Resources Coordinator or Designee.
- 5.3 Employee's annual employment retirement history reviewed with employee.
- 5.4 If employee has estimate prepared by state it is reviewed. If the estimate is needed, form is provided to request from TCRS.
 - 5.4.1 Employee decides not to retire, procedure ends.
- 5.5 Employee chooses to apply for retirement:
 - 5.5.1 Employee completes TCRS retirement form electronically,
 - 5.5.2 Employee and supervisor sign CMCSS Retirement Request form ([BEN-F011](#)) through online portal.
- 5.6 Payroll office receives TCRS form electronically. Staff verify salary and sick leave.
- 5.7 Completed retirement form is sent to TCRS electronically by payroll office.



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6.0 ASSOCIATED DOCUMENTS:

6.1 TCRS on-line application ([TCRS Self-Service](#))

6.2 Retirement Request ([BEN-F011](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Retirement Form	Hard Drive/Docuphase	Perpetual	Permanent	Back to server
Retirement Request	Hard Drive/Docuphase	Perpetual	Permanent	Back to server

8.0 REVISION HISTORY:

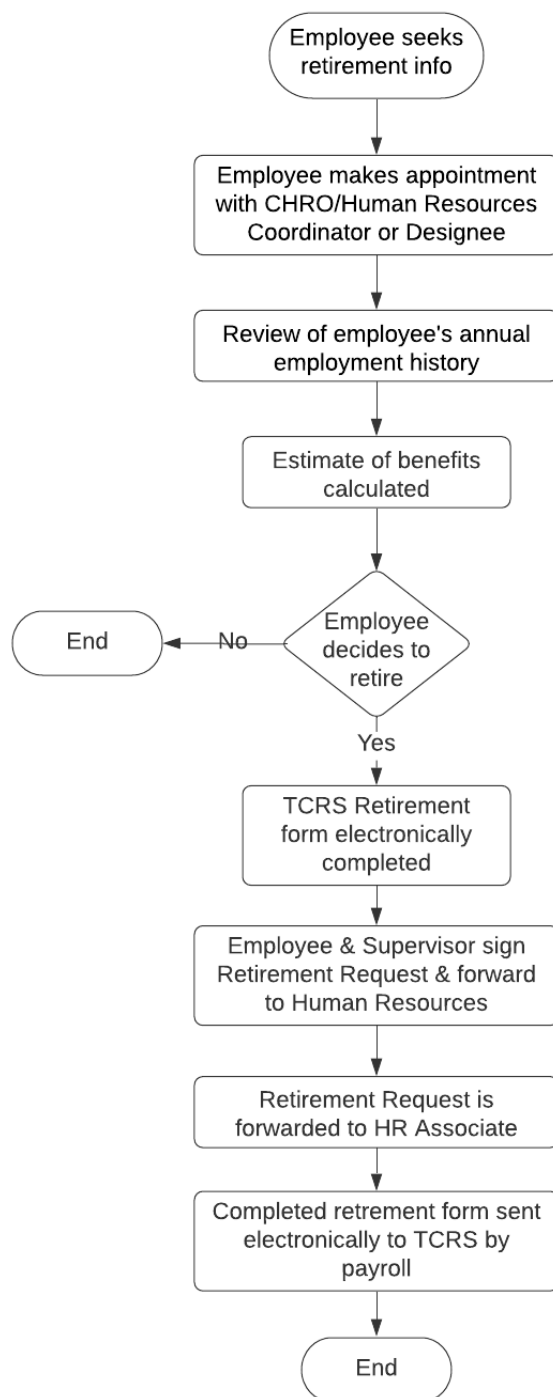
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/29/03		Initial Release
12/12/03	A	Clarify 5.5.4, reference TR0020 in 5.6 and 5.7 and update flowchart
12/04/06	B	Change responsibility, replace Benefits Manager with Assistant HR Director throughout, remove 5.5.4, clarify 5.6, update flowchart
3/11/09	C	Update titles, no revisions to procedure
11/14/14	D	Added Employment Process Coordinator to Sections 2.2 and 5.2; updated wording in 5.9, updated flowchart and added within procedure
10/26/15	E	Changed HR Director to CHRO throughout. Updated flowchart.
10/3/17	F	5.4: Removed "estimated benefits calculated". Added "if employee has estimate prepared by state...". 5.6: added TR0020. 5.9: added "via the courier". Updated flowchart.
8/16/18	G	Added 3.2.
4/2/19	H	Changed "Employment Process Coordinator" to "Human Resources Coordinator" throughout procedure. Updated hyperlinks.
3/11/20	I	Updates throughout to indicate TCRS online application.
6/14/22	J	Updated to reflect the new process through the portal.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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***** End of Procedure *****