



## **TERMINATING BENEFITS OF CMCSS EMPLOYEES PROCEDURE (BEN-P024)**

Clarksville-Montgomery County School System

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### **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

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Human Resources Officer

### **4.0 DEFINITIONS:**

- 4.1 None

### **5.0 PROCEDURE:**

- 5.1 Benefits Associate receives notification of employee termination (Personnel Action via email).
- 5.2 Benefits Associate locates Personnel Action in Munis.
- 5.3 Benefits Associate 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, and if the last work day is within first half of reporting period, benefits will terminate the last day of the previous paid month. If the last work day is within the second half of the reporting period, benefits will terminate the last day of the month in which the reporting period pays.
  - 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 August 31<sup>st</sup> 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 August 31<sup>st</sup> of the current year.



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5.7 If the employee is classified staff:

5.7.1 the benefits termination date will be determined by the last payroll/employment termination date.

5.7.2 and the last paycheck received is the last payroll for which benefit deductions are taken, all benefit coverage will cease on August 31<sup>st</sup> of the current year.

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

### **6.0 ASSOCIATED DOCUMENTS:**

6.1 Termination Notification

6.2 Personnel Action

6.3 Vendor Guidelines

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Termination Notification	Hard Drive/Docuphase	Perpetual	Permanent	Back to Server

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/09/09		Initial Release
3/16/12	A	Add additional information to 5.5.1, change September 1 <sup>st</sup> to August 31 <sup>st</sup>
2/27/15	B	Minor grammatical changes
5/30/16	C	5.7.1 completely reworded. Changed approval authority to CHRO.
2/28/20	D	Record retention table updated.
4/17/23	E	Add to 5.1 Personnel Action via email. Updated format so document on two pages and not three.

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