



Lisette Estrella-Henderson, Superintendent of Schools
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Termination of Employment/Retirement Information

When your employment with the Solano County Office of Education (SCOE) terminates, there may be some important issues for you to consider. Please review the information below and direct any questions you may have to the appropriate department.

Who do I notify when it is time for me to resign/retire? (Human Resources)

For your convenience, resignation-retirement forms are on our webpage <https://www.solanocoe.net/docs>.

Retirement Application (CalPERS or CalSTRS)

SCOE cannot notify your retirement system of your impending retirement nor process your application for you. You can find more information on how to retire at www.calpers.ca.gov or www.calstrs.com.

Sick Leave (Human Resources)

When accepting employment with a different school district or county office of education, within one year of the termination, sick leave shall be transferred to the district/county office. When retiring, the retirement system shall credit the employee with service credit. Sick leave is front loaded for the full school year. When terminating early, before the end of the school year, your sick leave will be adjusted accordingly. When more leave is used than earned, overuse of sick leave may result in a payroll dock.

Annual Leave (Human Resources)

Unused annual leave for those in positions that accrue leave will be paid out to the employee. Management employees have front loaded annual leave. When terminating early, before the end of the school year, annual leave will be adjusted accordingly. When more leave is used than earned, overuse of annual leave may result in a payroll dock.

Summer Arrears (Payroll and Benefits)

If you are currently signed up for Summer Arrears, the amount of money you have deferred so far will be paid out to you on your final paycheck unless you are terminating after June 30th. Employees terminating in June will receive arrears payments as scheduled unless it is requested to be paid out on their final paycheck or their resignation/retirement date is prior to June 30th, in which case arrears will be paid on the June paycheck.

Benefits (Payroll and Benefits)

If you are currently signed up for medical, dental and/or vision benefits, you will receive continuation paperwork detailing your options for maintaining your insurance after your employment ends. Your continuation paperwork will advise you when your benefits terminate if you do not elect COBRA or retirement benefits. It is important that you review these documents carefully and contact the payroll department with your decision as soon as possible within the allotted time.

Direct Deposit (Payroll and Benefits)

If you are currently enrolled in direct deposit, your account information will be deleted after your final paycheck is issued unless you are retiring and will receive a reimbursement. If you are resigning and intend to return as a substitute employee for SCOE and would like to continue direct deposit, please notify the payroll department.

ACH Emailed Paystubs (Payroll and Benefits)

If your paystubs are currently being sent to your SCOE email address, this option will be turned off. You do have the option of having paystubs sent to your personal email address. The Authorization Agreement for Electronic Payroll Warrant Advice can be found on the SCOE [website](#).

Post Retirement Rules (CalPERS and CalSTRS)

If you are retiring from either CalSTRS or CalPERS, they maintain strict policies regarding post-retirement employment. You should contact your retirement system to see which rules apply to you before doing any post-retirement work even if you intend to work as an independent contractor for a school district. For more information go to www.calpers.ca.gov or www.calstrs.com.

Outstanding Timecards (Human Resources and Payroll and Benefits)

If you have any outstanding timecards, these earnings will not be paid until payroll has received the proper paperwork, therefore it is advised that you communicate with the human resources and payroll departments regarding any payments you believe to be outstanding.

Address Updates (Human Resources)

If your mailing address is changing, please notify SCOE to ensure that your final paystub is sent to the correct address. (In addition, your W-2 will be sent to the same address when W-2's are issued in January.) Please note that SCOE cannot process address changes with CalSTRS.

403/457 Plans (Payroll and Benefits)

If you are contributing to a 403b or 457 plan and wish to make changes after your termination or retirement you will still need to go through SCOE's 3rd Party Administrator, TSA Consulting, Inc. Information can be found on the SCOE website, <https://www.solanocoe.net/pb>.

Final Paycheck (Payroll and Benefits)

Per employment law as applicable to SCOE, final paychecks are issued on the next available payroll and not upon termination. Payroll dates are posted on the SCOE web site <https://www.solanocoe.net/pb>.

Contact Information:

Human Resources
humanresources@solanocoe.net
(707) 399-4426

CalPERS
www.calpers.ca.gov
(888) 225-7377

Payroll and Benefits
Benefits@solanocoe.net
(707) 399-4421

CalSTRS
www.calstrs.com
(800) 228-5453