



2017-2018 SCS RETIREMENT NOTIFICATION INCENTIVE: Frequently Asked Questions

How do I know if I'm eligible for retirement?

You must meet the following eligibility requirements through the Tennessee Consolidated Retirement System (TCRS).

- Full retirement: 30 years of service OR 60 years old with 5 years of service (vested)
- Early retirement: 55 years old with 5 years of service (vested) or 25-29 years of service

Who is eligible for the retirement incentive?

Anyone who meets the retirement criteria above, **takes no more than THREE sick days after submitting retirement notice** and is in one of the following positions: Permanent Classroom Teacher, Librarian, Professional Counselor, Instructional Facilitator, or Principal.

How do I know if I'm eligible for retirement?

To check your eligibility for retirement with TCRS, please contact them directly at 1-800-922-7772.

What must I do to receive the incentive?

1. You **MUST** submit your intent to retire electronically through the SCS Employee Portal to qualify for one of the following incentives:
 - a. **\$3500, if you submit online by December 22, 2017**
 - b. **\$2000, if you submit online by January 19, 2018**
 - c. **\$1000, if you submit online by February 28, 2018**
2. Following online submission, completed retirement paperwork must be submitted to the Benefits Office, Barnes Building, room 108, 5-7 business days following the date of your electronic. The office hours are Monday – Friday, 8 a.m. – 5 p.m. The retirement packet is available online and in the Benefits Office

Once the information is received electronically, it is binding on both parties and irrevocable.

All one-time incentive payments will be paid following your last pay period.

If I'm currently on FMLA leave, can I still qualify for the incentive?

Yes. If you are eligible for retirement and satisfy the steps outlined above by the dates requested, you will receive the appropriate incentive.

If I submit the retirement paperwork, can I later be rehired by SCS in another role?

Applicants will be ineligible for re-hire into full time positions at Shelby County Schools for the 2018-2019 school year (exceptions may vary and are approved by HR).

If I submit for retirement, can I apply to be a substitute teacher?

YES! We would love to keep high-quality teachers in our schools. You can apply to substitute teach 60 days following your retirement date.

If I submit for retirement, am I eligible for unemployment?

No. Submission for retirement does not make you eligible for unemployment benefits.

If I submit for retirement, would I still have to attend PD for the remainder of the school year?

No. Once your paperwork is received, you're exempt from mandatory PD sessions.

