



NOTICE OF CHANGE IN BENEFITS
CERTIFICATED EMPLOYEE

**EMPLOYEE MOVING FROM A FULL-TIME TO A PART-TIME POSITION AND
STATUS OF BENEFITS ELIGIBILITY UPON RETIREMENT**

Employees defined as a teacher under Tennessee Code Annotated (teachers, OT's, PT's and nurses) will continue retirement deductions.

By signing below you are acknowledging that you understand that upon accepting a part-time position after serving in a full-time position prior to or after July 1, 2009, you are no longer eligible for continuation of benefits including but not limited to medical, dental, vision, and life insurance at the time you move from a full-time to a part-time position and upon retirement, even if you meet the following criteria:

1. A hire date prior to July 1, 2009.
2. 10 continuous years of full-time service and be age 55 on his/her date of retirement (or) the 30 continuous years of full-time service and be allowed continuation of coverage at retirement regardless of age. Leave of absences that occur during this period will be handled in accordance with state and federal laws.

In addition, as a part-time employee:

- 10 and 11 month certificated employees will accrue sick days, personal days, and local leave based on percentage of time worked.
- 12 month certificated employees will accrue sick days and personal days based on percentage of time worked. (Note: Any vacation hours/days earned previously may be taken in new part-time status, but will not accrue any additional. Vacation hours/days not taken will remain with the employee's record until the employee returns to full-time status.) Refer to Standard Operating Procedure 2.719.
- All professional development outside the contract should be completed based upon percentage of time worked.
- You will no longer be eligible for the employer paid Williamson County Recreation Center pass.
- You will no longer be eligible for the Public Higher Education Fee Discount.

Signing this form indicates that you have carefully considered the loss of eligibility for the above benefits by moving from a full-time to a part-time position.

Employee Name (print) _____ Employee Number _____

Former Position _____ Last Date Worked _____

New Position _____ First Date to Work _____

Signature _____ Date _____

Williamson County School District, 1320 West Main Street, Suite 202, Franklin, TN 37064

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