



Notification of Change in Hours/Title

Office of Human Resources and Development
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

MCPS Form 447-6
March 2016

TO _____ /_____/_____
Employee Name Employee ID # Date

Employee Base School/Location (Name) No. FROM (Principal/Supervisor—Print or Type Name) Initial

Your principal/supervisor is required to notify you, at least two weeks in advance, of a change in the number of hours you work biweekly and/or in your job title. The change(s), as shown below, may affect you in terms of the Montgomery County Public Schools' employee benefit program.

FROM

CURRENT _____
Hrs. Worked Job Title
Biweekly

TO

CHANGE _____
Hrs. Worked Job Title
Biweekly

Effective Date of Change		
mo.	day	yr.

CHECK REASON: Voluntary Involuntary (Operational Needs)

I have been informed of the change in my assignment, as noted above. For further information regarding my employee benefits, including retirement, I am to contact Employee and Retiree Services Center (ERSC), 301-517-8100, and if necessary, obtain appropriate forms for signature.

_____/_____/_____
Signature, Employee Date

IMPACT STATEMENTS

EMPLOYEE BENEFIT	ASSIGNMENT CHANGE	EFFECT
INSURANCE	Hours worked biweekly	Life Insurance face value is based on annual salary; an increase in annual salary increases the face value; a decrease does the reverse. Insurance premiums (deductions) are based on face value; an increase in insurance would increase the dollar amount of the deduction; a decrease would do the reverse.
	Job Title	No effect unless salary also changes.
LEAVE	Hours worked biweekly	Advanced leave would be adjusted. If all accumulated leave has been used and there is a reduction in hours worked, a salary adjustment would be made.
	Job Title	No effect unless hours worked biweekly also change.

SEE REVERSE SIDE FOR IMPACT STATEMENTS ON THE RETIREMENT/PENSION SYSTEM

DISTRIBUTION: COPY 1/Human Resources and Development; COPY 2/Principal/supervisor; COPY 3/Employee

IMPACT STATEMENTS

CHANGE IN HOURS WORKED AND/OR JOB TITLE EFFECT ON THE RETIREMENT/PENSION SYSTEM

Employee Status I—Currently enrolled in the State and/or MCPS Retirement System(s)

ASSIGNMENT CHANGE RESULTING IN:	EFFECT
Increase in hours worked	If previously enrolled but have not withdrawn contributions or do not remain inactive for more than five (5) years, can re-enroll in retirement systems.
Decrease in hours worked	Below 50 percent of hours scheduled and not grandfathered (State 1/7/74) (MCPS 7/1/76) Cannot belong to retirement systems—become inactive No death benefits while inactive If become active within 5 years, may remain in retirement system Eligible to vest if enrolled 5 years Have option of transferring to Pension System
Reduction in salary	Average final salary (average of three (3) high years) for retirement formula calculation could be less.
Assignment to a non-State eligible position	If presently a certified member in the State Teacher Retirement or Pension System and then assigned to a non-State eligible position, employee will remain in appropriate State Retirement or Pension System, or may elect to transfer to State Pension System if presently enrolled in Retirement System.
Assignment to a State eligible position	If presently a certified member in the MCPS Retirement/Pension System only and then assigned to a State eligible position, employee will remain in appropriate MCPS Retirement/Pension System.

Employee Status II—Currently enrolled in State and/or MCPS PENSION System(s)

ASSIGNMENT CHANGE RESULTING IN:	EFFECT
Increase in hours worked	To 500 hours or above employee can earn eligibility credit. To between 350 and 500 hours scheduled a year employee is maintained in system but earns no credit.
Decrease in hours worked	To between 350 and 500 hours scheduled a year employee is maintained in system but earns no credit. Employee is eligible to vest when has accumulated 5 years of eligibility service. To below 350 hours scheduled: Considered a break in service and ineligible for retirement service credits. Lose previous credit if enrolled less than five (5) years and break in service equals or exceeds previous time worked. No death benefit while inactive.
Reduction in salary	Average final salary (average of three (3) high consecutive years) for retirement formula calculation could be less.
Assignment to a non-State eligible position	If presently a certified member in the State Teacher Retirement or Pension System and then assigned to a non-State eligible position, employee will remain in appropriate State Retirement or Pension System.
Assignment to a State eligible position	If presently a certified member in the MCPS Retirement/Pension System only and then assigned to a State eligible position, employee will remain in appropriate MCPS Retirement/Pension System.