

State Agency Transfers

STATE AGENCY TRANSFERS - If you are transferring directly to another Texas state agency and will not have a break in service, your accrued vacation and sick leave balances will transfer to the employing agency.

VACATION LEAVE BALANCE - If you are transferring **directly** to another Texas state agency, your vacation balance will transfer to the new agency.

SICK LEAVE - If you are transferring **directly** to another Texas state agency, or after a 30 day break in service, but within 12 months you return to Texas state employment, your sick leave balance will transfer to the new agency.

LONGEVITY PAY – All regular full-time staff employees (except law enforcement personnel who are eligible for hazardous duty pay) are eligible for longevity pay of \$20 per month after the completion of two years of service with the University and/or the State of Texas.

HEALTH AND BASIC LIFE INSURANCE – If you directly transfer from TWU to another state, your insurance will be effective the first of the month following your start date at the new agency, as long as there is not a break in service and your prior coverage is verified.

Example: If you leave TWU on May 8, TWU will continue to cover you until May 31. The other state agency will pick up all coverage on the first of the month following the start date which would be June 1. This transfer is considered a qualifying life event and you have 31 days to make changes to your enrollment. If no changes are made, you will continue with the same coverage you had at TWU. For flexible spending accounts, you must continue with the selection you already made at TWU for the fiscal year.

If there is a break in service when changing from one agency to another (of even one day), you will have a new 90 day waiting period.

Example: If you leave TWU on May 8 and don't start at the other agency until June 10, you will have a 90 day waiting period. For flexible spending accounts, you must continue with the selection you already made at TWU for the fiscal year

TEACHER RETIREMENT SYSTEM

Public education employees in Texas who are employed in membership-eligible positions are required to participate in TRS and are automatically enrolled in TRS on their first day of eligible employment. However, the Commissioner of Education and some higher education employees in certain positions designated by law may choose to participate in the Optional Retirement Program (ORP) instead of TRS. Eligibility to participate in the ORP is determined by the employing institution.

Ending Your TRS Membership

A member ends membership in the retirement system by:

- retiring,
- death,
- terminating employment and receiving a refund of accumulated contributions, or
- not qualifying for TRS membership service credit for five consecutive years

Note: All years worked in TRS eligible positions at other universities/schools would add to the TRS membership account established through employment at TWU.

Refund of Your TRS Contributions

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You may end your membership in TRS and withdraw the accumulated contributions in your member account if you:

- permanently terminate all employment with a TRS-covered employer, and
- **have not applied for or received a promise of employment with the same or another TRS-covered employer.**

The contents of this page are subject to changes in existing and applicable state and federal laws and regulations. This summary is not intended to be complete and employees should contact appropriate agency representatives for additional information.