

Important Updates from the Office of Talent

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Subject : Important Updates from the Office of Talent

To : everyone@philasd.org

Dear colleagues,

This communication contains two important updates from the Office of Talent, including 1) a change to the process for an employee's resignation or retirement and 2) an advisory on fraudulent unemployment benefit claims that may impact you.

Notifications of Separations

While we want our employees to stay with the District as long as possible, we understand that employees must leave the District for a variety of reasons. When an employee has decided to leave the District, they must submit a [voluntary separation](#) to the Office of Talent.

What is new is what happens if an employee changes their mind after notifying the District of their decision to leave. Effective August 13, 2021, once a retirement or resignation is acknowledged by the District, the notice will be presented at the next Board meeting, at which time it may not be withdrawn or changed by the employee without approval from the District. (Note: This change has been in effect for non-represented employees since January 2021.)

If you wish to change your retirement/resignation decision or its date after it has been accepted by the District, you must submit a [request for rescission](#) to your supervisor. Your supervisor will then work with the Office of Talent, whose team will then advise you of the decision in writing.

Notices of separation which have already been submitted may be changed or rescinded up to Friday, August 13, 2021. We are hopeful that these changes will support better planning and staffing for schools and the central office. If you have questions about this policy, please contact staffing@philasd.org.

Unemployment Fraud Advisory

As a result of the COVID pandemic, there has been a large increase in the number of fraudulent unemployment benefit filings that involve identity theft, not just in Pennsylvania but around the country. This unfortunate trend has impacted some of our employees. Our Information Technology office has reviewed the situation and confirmed that there has been no data breach of our information. However, fraudulent claims continue to be reported.

If you have been a victim of identity theft for unemployment benefits, you may receive mail to your home or work address that indicates you have filed a claim, when you have not, or you may receive a state-issued 1099-G tax for unemployment benefits that you did not file. As you may not receive the unemployment check to your address, we are also recommending that everyone remain vigilant by checking their [credit reports](#) regularly.

We wanted to provide everyone with an overview of what to do in case this happens to you. Please email UC-1069@philasd.org to report a concern. We have also created a list of [detailed steps](#) of what to do if you are the victim of identity theft for unemployment benefits.

Thank you for your attention to this message.

Sincerely,

Larisa Shambaugh
Chief Talent Officer
