

RESIGNATION NOTICE (NON-LICENSED STAFF)

INSTRUCTIONS:

- 1) Review the checklist on the second page.
Note: Due to checklist on page 2, print single-sided only.
- 2) **Complete and sign the form.**
- 3) Send page 1 to Human Resources (HR).
- 4) Upon receipt, HR will send you a notice, via inter-school mail, with the date and time to report to the District Administration Office (DAO) to complete the exit process.

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| FIRST NAME & MIDDLE INITIAL (Please print): | LAST NAME (Please print): |
| POSITION/ASSIGNMENT: | LAST DAY OF WORK (mm/dd/yy): |
| BUILDING(S): | PERSONAL E-MAIL ADDRESS: |
| FORWARDING ADDRESS (Number, Street, City, State, Zip Code): | |
| CHECK TO CONFIRM: I have notified my building/program administrator of my resignation date. Date Notified: _____ | |
| EMPLOYEE SIGNATURE: | DATE SIGNED BY EMPLOYEE: |

RESIGNATION CHECKLIST (NON-LICENSED STAFF)

Notify your building/program administrator of your resignation.

Complete the Resignation Notice (Non-Licensed Staff) and send to Robin Robotceck in Human Resources (HR).

Note: See specific language regarding notification timelines/requirements in your respective bargaining agreement, to ensure your notice is considered timely and will be accepted by the District.

Bring or send the "Employer Verification of PERA Member's Last Day of Employment" (document from PERA) to HR for completion.

- PERA Customer Service: (651) 296-7460 or (800) 652-9026
- Website: <http://www.mnpera.org>

Once your Resignation Notice is received by HR, a document will be sent to you with the date and time for which you are to report to HR to complete the exit process. Please work with your administrator to ensure that building needs are covered in your absence.

Exit process checklist to be completed at DAO:

- Turn in District issued equipment
- Final Time Sheet Submission
- Benefits/COBRA
- Exit Survey

Additional Important Information

- **Insurance:** You will receive a letter from the HR office within 30 days of your last day of employment, if you were actively enrolled in District insurance at the time of resignation. The letter will include the end of coverage date, what benefits you were enrolled in and notice to expect materials from Plan Source. After reviewing the letter, if you have questions, contact Diane Thole at (320) 370-8043 or diane.thole@isd742.org.
- **403(b)/457 Plan:** If you have a 403(b) or 457 retirement plan, you will need to contact your agent with any questions you may have or to start withdrawing from your account.

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| <p>Horace Mann Agent: Ron Bauer Phone: (320) 251-9103</p> | <p>AXA Equitable Agent: Adam Tate Phone: (320) 260-5661</p> | <p>EFS/ESI Agent: Mike Leach Phone: (320) 558-2955</p> |
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