

FAQ – Resigning or Retiring from Albert Lea Area Schools

1. Talk to your building supervisor so they are aware of your upcoming resignation or retirement.
2. Submit the [Resignation or Retirement Form](#) to Laura Bottema in Human Resources.
3. Teachers/Administrators – Contact TRA regarding your account and TRA benefits
 - All other staff - Contact PERA regarding your account and PERA benefits
4. PERA: Verification of Termination document / TRA: Employer Verification of TRA Member’s Last Day of Employment document – Contact Shelby Stephenson in Payroll.
 - [Last Day of Employment Q & A for TRA Members](#)

Next Steps:

1. Turn in keys to building
2. Turn in Chromebook to building
3. Your keycard will be disabled
4. Your school email access will be turned off as of the date of your resignation/retirement
5. An exit interview will be emailed once Board approves your resignation/retirement

CONTACTS

Teachers Retirement Association (TRA)

651-296-2409

<https://minnesotatra.org/>

Public Employees Retirement Association (PERA)

651-296-7460

<https://www.mnpera.org/>

Insurance/Benefits

Kaley Grisim

Benefits Specialist

507-379-4813

Kaley.Grisim@alschools.org

Payroll Questions

Shelby Stephenson

Payroll

507-379-4814

Shelby.Stephenson@alschools.org