



Information for Employees Resigning/Retiring/Terminating Employment

Prior to leaving employment, return the following to your Administrator/Supervisor:*

- Your Union ID badge, and any building keys, access fobs/cards, and/or access codes issued to you;
- Any District-issued computer, hardware/software, laptop, iPad (or other tablet), printer, scanner, pager, walkie-talkie, District-issued cell phone, and any other equipment/devices issued to you by the District;
- Any District-issued materials such as books, handbooks, reference materials, work product created as part of your position (such as documents, whether hard copy or electronic);
- Any District-owned vehicles and keys to District vehicles and equipment; and
- Any District-issued work supplies, equipment, tools, uniforms, and **any other District property.**

*Items not returned will be subject to legal processes for collection of District property or the monetary value of unreturned items.

Please note the following additional steps you may need to take as a result of leaving employment:

- If your bank account changes, you must contact the Payroll Department to make necessary changes to ensure your final paycheck is direct deposited appropriately.
- If your address changes, you must log in to <https://employeeonline.unionps.org/mss/login.aspx> to update your address so that you receive your W-2 and/or any correspondence regarding benefits (such as COBRA notice regarding continuation of health insurance for qualifying individuals).

IMPORTANT INFORMATION ABOUT SICK LEAVE:

If you have been employed with the District for 10 consecutive years in a sick-leave qualifying position, the District's payroll process is set to automatically pay out your sick leave as per negotiated rates of pay for qualifying employees. **If you wish to TRANSFER your sick leave to another school district, you must NOTIFY payroll in writing/email within 30 days of your notice of resignation/termination so that you may retain your sick leave to transfer to another school district (within the next succeeding school year), so that your sick leave is NOT paid out. OK Teachers Retirement System retirees eligible for sick leave payout will ALSO be able to report unused sick leave days to receive service credit with Oklahoma Teachers Retirement System.** <https://www.ok.gov/TRS/>

Employees who do NOT have 10 consecutive years of service with the District – Your unused sick leave balance will remain recorded with Union Public Schools UNLESS you submit a sick leave transfer form from a school district where you work (within the next succeeding school year).

Thank you for your service to Union Public Schools.
Please do not hesitate to contact us with any questions.

Payroll Department
918-357-6060
payroll@unionps.org

Benefits Office
918-357-6195
benefits@unionps.org

Human Resources
918-357-6190
unionhr@unionps.org