SAN JUAN UNIFIED SCHOOL DISTRICT

Retirement / Voluntary Resignation

Name: _____ Position/Classification: _____

Dept./School: _____ Employee Number: _____

Retirement For employees who have applied for retirement benefits from CalSTRS or CalPERS

☐ (30) Service Retirement ☐ (31) Disability Retirement

Resignation Reason (Check One) Resignation date must reflect the last day the employee will be at work; paid time off cannot be used to extend the resignation date.

☐	(32)	Dissatisfaction w/ assigned duties	☐	(46)	Supervisor conflict
☐	(33)	Dissatisfaction w/ employee relationships	☐	(47)	To be married
☐	(34)	Dissatisfaction w/ salary	☐	(48)	To further education/training
☐	(35)	Dissatisfaction w/ shift	☐	(49)	To return to previous job
☐	(36)	Dissatisfaction w/ job (pending dismissal)	☐	(50)	To seek a better job
☐	(37)	Spouse being transferred	☐	(51)	To take teaching position w/district
☐	(38)	Illness	☐	(52)	Too much responsibility
☐	(39)	Injury	☐	(53)	Transportation problems
☐	(40)	Military service	☐	(54)	Unpleasant working condition
☐	(41)	Minimal opportunity/Advancement	☐	(55)	Unsettled grievances
☐	(42)	Moving from area	☐	(56)	Work too difficult
☐	(43)	Needed at home	☐	(57)	Personal
☐	(44}	Objection to overtime	☐	(58)	To accept a new/better job
☐	(45)	Starting own business	☐	(59)	Other (Please specify below)

Comments: _____

Last Day in Paid Status/Last Day of Leave: _____ Last Day Worked: _____

For HR use only: Permanent Separation Date {for Retirement System purposes): _____

Address to mail last compensation: _____
Street City State Zip

If you wish to have access to records contained in the Employee Self Service file, you must provide your personal email address here (side 2 has additional information about ESS access): _____

In addition to the above information recorded, I have reviewed the reverse side of this form and understand my options regarding continuing benefits and retiree information.

_____ _____
Employee Signature Date

Supervisor Check off List: To assure that the employee receives his/her final compensation in a timely manner, please complete the following and submit **this resignation/retirement form** to Human Resources as soon as possible.

☐ YES ☐ NO ☐ NA -Security Badge (ID) will be collected and destroyed on employee's last day
☐ YES ☐ NO ☐ NA -Keys have been/or will be collected on employee's last day
☐ YES ☐ NO ☐ NA - All equipment has been or will be collected on employee's last day (cell phones/pages/technology provided for ADA compliance, computers if checked out, curriculum materials, etc.)
☐ YES ☐ NO ☐ NA -All absences have been entered into the MCAR system.

NOTE: *Human Resources will notify Technology Services regarding computer access (emails. network access, etc.) and will notify M&O/Security as appropriate.*

_____ _____
Administrator/Supervisor Signature Date

For Human Resources Use Only

Resignation Received: Approved By:

Health Insurance Premium Plan (HIPP) - This law provides that the California Department of Health Services may continue payment of health premiums for certain persons losing employment who are eligible for Medi-Cal or are disabled by HIV or AIDS.

District Health Benefits: Employees *may* be eligible for continued health benefits (employee and/or dependents) under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) - This law provides continuing health benefits for up to eighteen (18) months after the termination date of employment (the cost of benefits are paid by the employee). Employees and dependents will be mailed a COBRA offer letter in the first week in the month following the employee's separation date.

Employees **retiring** under the age of 65 *may* be eligible for continued district paid medical and dental premiums as specified by the employee's collective bargaining agreement. The Benefits Office will email retirees a benefits processing packet prior to the employee's retirement date. Please refer to the Retiree Health Benefits Guide at www.sanjuan.edu/benefits for more information.

CalPERS: Termination status will be reported to CalPERS within 30 days of separation. Membership options may be found at https://www.calpers.ca.gov/docs/forms-publications/options-at-separation.pdf or call (888)225-7377

CalSTRS: Termination status will be reported to CalSTRS within 30 days of separation. Membership options may be found: https://www.calstrs.com/refund-of-contributions or call 800-228-5453

APPLE RETIREMENT PLAN: Employees with an APPLE Retirement account must complete an APPLE Distribution form to receive their contributions. Forms are available www.sanjuan.edu.benefits

Vacation Payoff: Vacation balances are paid out by the 15th of the month following the month of separation.

ESS (Employee Self Service)

Employee Self Service (ESS) is a secure web-based portal, available through the SJUSD Information Services Department. With ESS, you can review your specific personal and work-related information such as pay history, leave balances and W2 information.

- Steps to access ESS
  - If employee has already created an account to access to ESS prior to termination:
    - Access ESS via https://ess.sanjuan.edu/
    - Choose "Staff"
    - Use user name and password to access system. No change is required
    -
  - If employee has not created an account to access to ESS prior to termination:
    - Access ESS via https://ess.sanjuan.edu/
    - Click on "Register"
    - Complete registration form that included SJUSD employee id number
    - An email will be sent to the employee's personal email that was updated in QSS.