

RESIGNATION/RETIREMENT AND EXIT INTERVIEW FORM

1. Complete the following information
2. Return this form to the Human Resources Department in person or scan it to HR@isd622.org
3. It is recommended you notify your supervisor of your resignation

Name:	
Phone Number:	
Job Title:	
Location:	
Job Title #2 (if multiple positions are held):	
Reason for Resignation:	☐ Retirement ☐ Promotional job opportunity ☐ Lateral move/Demotion ☐ Employment in an out of State School District ☐ Employment in another MN School District ☐ Employment in a MN Private School ☐ Long/Distance – Moving ☐ Position is no longer a good fit ☐ Differences with Management ☐ Other reason (s)
Additional Comments:	
Last day of work will be: Note: This date will be updated if it does not reflect the last day worked.	
Provide Forwarding Information:	Forwarding Address (Street, State & Zip):
Effective Forwarding Date:	

Signature:	Date:
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****Please note that resignations and retirements are based on the employee's last day worked. See next page.**

**The following is a guide to additional information related to your resignation.
*It is the employee's responsibility to follow up and take the appropriate action***

<u>EXIT INTERVIEW FORM</u> *District Website/Human Resources Department Tab/Employee Forms*	Complete exit interview from. In order for ISD622 to continue working towards our goal of being the employer of choice, we would appreciate it if you would provide feedback about your experiences with us. Your responses will remain confidential.
Time Card	Submit a final timecard if applicable. Questions regarding final paychecks can be addressed to: 1. Email: Payroll@isd622.org
ISD622 Property	Return keys, access card, ID badge, cell phone, computers, laptops, iPads, uniforms, resource books, materials and all other equipment/property belonging to ISD 622 to your supervisor as soon as possible.
Insurance Questions Medical, Vision, Dental, Life, Flexible Spending, Legal Insurance	Benefits coverage typically ends on the last day of the month of the last contract day worked (ex. resignation date 03/08 benefits end on 03/31). Benefit eligibility is not based on summer work and summer work does not extend benefits eligibility. Human Resources will provide information regarding options to continue coverage such as COBRA after the termination of benefits.
Tax Sheltered Annuity	Contact your 403b/457 provider directly for information regarding rolling over your funds.
Long-Term Disability	Long-term disability coverage ends at the time of resignation.
Retirement	Contact TRA or PERA directly for retirement information (ex. requesting a refund). TRA – 1-800-657-3669 PERA – 1-800-652-9026
Continuing Education Units (CEUs) for Re-licensure	Staff members need to obtain a copy of your CEUs for re licensure. For further information please check on the Department of Education's Re-Licensure Page or the North St. Paul Maplewood Oakdale Educators Association website.
Last Day Worked	The "last day worked" is the final date an employee physically works or is actively on duty.