





## **JP Schools Off-Boarding Checklist**

- ☐ Submit an official separation notice (Resignation / Retirement) to immediate supervisor/hiring manager.
- ☐ To better understand what employees value most in the workplace and why they leave, please complete the Exit Survey located at <https://forms.gle/4V9su7ZiLTg3sBMTA>. The information is confidential and will be used as part of JP Schools' continuing efforts to improve policies, practices, and programs as well as to develop additional opportunities to our employees that will create a more favorable workplace and work experience.
- ☐ Contact Human Resources Department or your supervisor if you need to schedule a date and time to retrieve any personal items left at your work site.
- ☐ Return all applicable items (Keys, Access Key Cards (501, Emenes, 4600), ID Badge, Teaching Materials, District/School-issued equipment, etc. All items are to be returned directly to the school/department/unit that issued the equipment.
- ☐ Return all applicable district issued devices (Chromebooks, Laptops, Hotspots, iPhones, Push-to-Talk, etc.) are returned DIRECTLY to the Technology Department.
  - District-issued devices must be returned to either of the following Technology Repair Center locations between 7:30 A.M. – 4:30 P.M.:
    - 4600 River Road (Westbank)
    - 822 S. Clearview (Eastbank)
- ☐ Ensure that any files that are needed from JP Gmail and/or Google Drive, are downloaded. Once separations are processed, access to Gmail/Google drive is inaccessible.
- ☐ Any/all benefits (Medical, Dental, Vision, etc.) END on the last day of the month in which you resign. For additional information, contact the Benefits Department at (504) 349-8564. Upon separation, if applicable, benefits will be terminated at the end of the month of separation. You will receive COBRA information directly from the Office of Group Benefits (OGB) following the separation. For more information on COBRA, contact OGB at 1-800-272-8451, or [cobra@la.gov](mailto:cobra@la.gov).
- ☐ Ensure that current phone number and address are provided to the district. The information can be updated using a "Change of Address/Name" form located via the following link: <https://www.jpschools.org/departments/human-resources/hr-forms>.
- ☐ Even after separation, employees have access to Employee Online (paystubs) via the following link: <https://www.jpschools.org/departments/finance/payroll>.