

RESIGNATION NOTICE (NON-LICENSED STAFF)

INSTRUCTIONS:

- 1) Review the checklist on the second page.
Note: Due to checklist on page 2, print single-sided only.
- 2) **Complete and sign the form.**
- 3) Send page 1 via interschool mail to Human Resources (HR) at the District Administration Office or Scan to Robin in H.R. at Robin.Robatcek@isd742.org
- 4) Upon receipt, HR will send you a notice, via District e-mail, to complete the exit process.

FIRST NAME & MIDDLE INITIAL (Please print):	LAST NAME (Please print):
POSITION(S)/ASSIGNMENT(S) <i>(list all current)</i> :	LAST DAY OF WORK (mm/dd/yyyy):
BUILDING(S):	PERSONAL E-MAIL ADDRESS:
FORWARDING ADDRESS (Number, Street, City, State, Zip Code):	
CHECK TO CONFIRM: I have notified my building/program administrator of my resignation date. Date Notified: _____	
Do you hold more than one assignment? ☐ Yes ☐ No If yes, are you resigning from all? ☐ Yes ☐ No Please list any assignment you will continue working: _____	
EMPLOYEE SIGNATURE:	DATE SIGNED BY EMPLOYEE:

RESIGNATION CHECKLIST (NON-LICENSED STAFF)

Notify your building/program administrator of your resignation.

Complete the Resignation Notice (Non-Licensed Staff) form and send to Robin Robotcek in Human Resources (HR) located at the DAO (District Administration Office).

Note: See specific language regarding notification timelines/requirements in your respective bargaining agreement, to ensure your notice is considered timely and will be accepted by the District.

Send the PERA (Public Employees Retirement Association) "Verification of Termination" form reflecting last day of employment to HR for completion of parts B & C. Obtain document from PERA Customer Service: (651) 296-7460 or (800) 652-9026 or <http://www.mnpera.org>

We can support your resignation transition and exit process remotely. Here is an outline of the exit process:

- Turn in District Issued Property (Photo ID Badge, Door Access Key Card, Building Keys, Any Other Property to your supervisor/administrator)
- Payroll – for inquiries contact Megan Ostermann at Megan.Ostermann@isd742.org or phone 320.370.8044
- Benefits/COBRA - for inquiries contact Diane Thole at Diane.Thole@isd742.org or phone (320) 370-8043
- Exit Survey - Please go to <https://tinyurl.com/742exitsurvey> to complete the exit survey

Additional Important Information

- **Insurance:** You will receive a letter from the HR office within 30 days of your last day of employment, if you were actively enrolled in District insurance at the time of resignation. The letter will include the end of coverage date, what benefits you were enrolled in and notice to expect materials from BRI) Benefits Resource Inc. After reviewing the letter, if you have questions, contact Diane Thole at (320) 370-8043 or Diane.Thole@isd742.org.
- **403(b)/457 Plan:** If you have a 403(b) or 457 retirement plan, you will need to contact your agent with any questions you may have or to start withdrawing from your account.

Horace Mann Agent: Patrick Michaud Phone: (320) 251-9103	AXA Equitable Agent: Adam Tate Phone: (320) 260-5661	EFS/ESI Agent: Aaron Meissner Phone: (320) 558-2955
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