St. Cloud Area School District 742!
Prepare. Engage. Educate. Empower. Inspire.

RETIREMENT NOTICE (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) *(list all current)*:	LAST DAY OF WORK (mm/dd/yy):
BUILDING(S):	PERSONAL E-MAIL ADDRESSS:
FORWARDING ADDRESS (Number, Street, City, State, Zip Code):	
CHECK TO CONFIRM: I have contacted TRA to confirm my retirement eligibility. I have notified my building/program administrator of my retirement 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:

Interested in Substituting with District 742 in the future: ❑ Yes ❑ No

Please check all the sub options that interest you:

❑ Daily Subbing (Teachers on Call) ❑ Long Call Subbing

❑ Work with District Partner Organizations (i.e., United Way, Math & Reading Corps)

RETIREMENT CHECKLIST (LICENSED STAFF)

Contact TRA to determine your eligibility for retirement.
- TRA Customer Service: (651) 296-2409 or (800) 657-3669 or https://www.minnesotatra.org

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Notify your building administrator/supervisor once your retirement date is determined.

Complete the Retirement Notice (Licensed Staff) and send to Robin Robatcek in Human Resources (HR).

Note: The timing of your severance pay, if eligible, can be affected by the requirements and notification timelines for your specific bargaining unit. See specific language regarding notification timelines/requirements and how they affect the timing of your severance pay in your respective bargaining agreement.

Bring or send the "Employer Verification of TRA Member's Last Day of Employment" (document from TRA) to HR for completion.

We can support your retirement 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
- 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

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Enjoy your time as you embark on your new journey!

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

- **Severance Pay Information:** Please review the Severance article in your employment contract to see if you meet the requirements to receive severance pay.

  Refer to the 'Employee Agreements' page under the HR Department on the District website

  Upon receiving notice of your retirement, your eligibility for Severance Pay will be reviewed in the HR department. If eligible, you will receive a Severance Calculation letter and a brochure for MSRS within 60 days after your last day of service detailing your severance amount and deposit date(s).

  Severance payments are deposited into a post-retirement Health Care Savings Plan (HCSP) managed by Minnesota State Retirement Systems (MSRS). Within approximately two weeks of your severance funds being deposited, you will receive an informational "Welcome" packet from MSRS (unless you already had an account established prior to your severance being deposited – i.e. had Wellness Pay deposited there in the past). For more information regarding this account, please contact MSRS.

  MSRS Customer Service: (651) 296-2761 or (800) 657-5757 or https://www.msrs.state.mn.us/home