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

RESIGNATION 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**.

1) 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

2) 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 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:

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)

RESIGNATION CHECKLIST (LICENSED STAFF)

Notify your building administrator/supervisor of your resignation.

Complete the Resignation Notice (Licensed Staff) form and send to Robin Robatcek in Human Resources (HR) at District Administration Office (DAO) or via email at Robin.Robatcek@isd742.org

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 "Employer Verification of TRA Member's Last Day of Employment" (document from TRA) to Human Resources for completion.

- TRA Customer Service: (651) 296-2409 or (800) 657-3669
- Website: https://www.minnesotatra.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	**AXA Equitable**	**EFS/ESI**
Agent: Patrick Michaud Phone: (320) 251-9103	Agent: Adam Tate Phone: (320) 260-5661	Agent: Aaron Meissner Phone: (320) 558-2955