



Information for Employees Resigning/Retiring/Terminating Employment

Prior to leaving employment, return the following to your Administrator/Supervisor:*

- Your Union ID badge, and any building keys, access fobs/cards, and/or access codes issued to you;
- Any District-issued computer, hardware/software, laptop, iPad (or other tablet), printer, scanner, pager, walkie-talkie, District-issued cell phone, and any other equipment/devices issued to you by the District;
- Any District-issued materials such as books, handbooks, reference materials, work product created as part of your position (such as documents, whether hard copy or electronic);
- Any District-owned vehicles and keys to District vehicles and equipment; and
- Any District-issued work supplies, equipment, tools, uniforms, and **any other District property.**

Please note the following additional steps you may need to take as a result of leaving employment:

- If your bank account changes, you must contact the Payroll Department to make necessary changes to ensure your final paycheck is direct deposited appropriately.
- If your address changes, you must contact the Human Resources Department to officially change your address in the system so that you receive your W-2 and/or any correspondence regarding benefits (such as COBRA notice regarding continuation of health insurance for qualifying individuals).

IMPORTANT INFORMATION ABOUT SICK LEAVE:

- **If you have been employed with the District for 10 consecutive years** in a sick-leave qualifying position, the District's payroll process is set to automatically pay out your sick leave as per negotiated rates of pay for qualifying employees. **If you wish to TRANSFER your sick leave to another school district (the next subsequent school year) you must NOTIFY payroll in writing/email within 30 days of your notice of resignation/retirement/termination that you want to retain your sick leave to transfer to another school district, so that your sick leave will NOT be paid out.**
- **Employees who do NOT have 10 consecutive years of service** with the District – Your unused sick leave balance will remain recorded with Union Schools UNLESS you submit a sick leave transfer form from a school district where you work (within the next subsequent school year).
- **Retirees** – Your sick leave will automatically be paid out, and you will ALSO be able to count your unused sick leave days towards a year of service credit with Oklahoma Teachers Retirement System (if you have 120 days of unused sick leave). Upon applying for retirement, TRS will provide the form for verifying your unused sick days.
- **Retirees please note the following information regarding timely enrollment in Medicare (A and B):**
When you turn 65, you need to ensure that you are enrolled in Medicare Parts A and B (to avoid paying out of pocket for claims amounts Medicare would have covered). Failure to timely activate Medicare Part B, will also cause Medicare to charge a higher premium when you enroll later. For further information about enrolling in Medicare, please contact the Social Security Administration and/or Medicare. You may also contact Union's Benefits office for contact information for the District's benefits consultant, who can provide information about Medicare and about enrolling in a Medicare supplement.

ONLINE EXIT INTERVIEW: We value your input regarding your experience while you were employed at Union Public Schools. Your input will assist the District in learning of employment aspects with Union that are highly valued, as well as aspects that may be adjusted for greater employee satisfaction. **Please help us by completing an online Exit Interview. To access Union's online Exit Interview, please go to Union Public Schools' website and select Employment from the left-hand menu; choose either the Certified Personnel page (required secret word unionPS) or Support Personnel (required secret word union1) page, and you will find the Exit Interview under the Resources list. If you wish, you may complete the Exit Interview anonymously.**

*Items not returned will be subject to legal processes for collection of District property or the monetary value of unreturned items.