



Resigning / Retiring Employee Exit Checklist



- All Employees: please advise your supervisor of your decision to resign or retire.

Certified/Professional Staff:

All certified/professional staff must complete Notice of Resignation/Retirement form with HR. The form is located on the HR web page or please see below for the direct link:

<http://www.midlandisd.net/site/Default.aspx?PageType=7&SiteID=50>

Employees resigning/retiring with SBEC certification that **did not complete their contract** (e.g. teachers, principals, AP, librarians, diagnosticians, nurses), **you must make an appt with Mr Zachary 240-1016.**

If your **contract was completed**, there is no need to meet with Mr Zachary.

Support Staff:

All support staff must complete Resignation/Retirement Letter. This form is located on the HR web page or you can also access the link directly at: <http://www.midlandisd.net/page/232>

You must submit this form to your supervisor. Your supervisor will then submit to HR.

Please contact Human Resources at 240-1800 for questions regarding resignation/retirement forms.

- For questions regarding your Final check please call Payroll at 240-1940.

Retire Rebate: For employees with more than 10 years continuous service at Midland ISD, please contact Payroll at 240-1940 if you have any questions regarding your rebate.

- **Retirees Only:** Must call TRS at 800-223-8778 and request a Retirement Package. The district is responsible for completing the TRS7 form included in your package. Take this form to the Benefits Dept. Please be advised Midland ISD cannot counsel, provide any financial advice or make any decisions for you. TRS has instructed us to make sure all retirees call TRS to speak to a counselor.
- **Benefits:** For employees with SBEC certification that completed their contract (e.g. teachers, principals, AP, librarians, diagnosticians, nurses), you will have medical insurance coverage through Sept 1st. Optional Benefits (dental, vision & FFGA benefits) & dependent coverage will expire Aug 1st. If you want optional benefits & dependent coverage through Sept 1st, your July paycheck will need to be double deducted. Please send us an email to Benefits@midlandisd.net confirming you want your July paycheck double deducted. For SBEC Certification employees that **did not complete their contracts**, all benefits are cancelled the 1st day of the following month (e.g. if you resign/retire February 15th, all Benefits will be cancelled March 1st).

All remaining employees with no SBEC certification: Benefits cancelled 1st day of the following month. Please call benefits if you have any questions. 240-1950

FFGA Optional Benefits: If you have AFA disability, TX life, Allstate or any other FFGA product, and need to know if it's portable, please call our FFGA Representative Zac Pruitt (806)632-2087 Zac.Pruitt@ffga.com or Laura Pack (325) 338-3955. Laura.Pack@ffga.com

- **Metlife 401(a) District Matching Account or Metlife 457 Account:** If you have a district matching annuity, please call our Metlife representative Tony Soto (915)443-4100.
- For all other 403(b) retirement annuity plans, Please call Carmen McDermott with FFGA (800)523-8422 X 7438 Carmen.McDermott@ffga.com

Human Resources, Benefits & Payroll depts. are located in Central Office

HR: Phone (432) 240-1800 Central Office (2nd floor) STE 201

Benefits: Ph (432) 240-1950 Central Office (7th floor) STE 720

Payroll: Ph (432) 240-1940 Central Office (7th floor) STE 722