



Employee Exit Information & Checklist

BISMARCK
PUBLIC SCHOOLS

Bismarck Public Schools information for employees leaving the District.

<ul style="list-style-type: none"> • Medical/Dental/Vision Insurance • Flexible Spending Accounts (FSA) • Life Insurance • Disability • Voluntary Insurance 	<ul style="list-style-type: none"> • Retirement • Vacation/Personal Leave • Sick Leave • 403b Information • Checklist for Employees
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Medical/Dental/Vision Insurance – Blue Cross Blue Shield

Nine (9) and ten (10) month employees who either resign/retire at the end of the school year, insurance will end on September 30th - with the exception of Administrators.

Teachers who are on a non-continuing contract issued after January 1; insurance will end on June 30.

For all other employees, insurance coverage will end on the last day of the month the employee terminates employment with Bismarck Public Schools.

Information regarding your rights to coverage continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be mailed to your address of record.

Flexible Spending Accounts (Discovery Health Benefits)

Eligible expenses may be incurred up until termination date. You will then have 90 days following termination to file for reimbursement of eligible expenses. If an employee resigns or retires at the end of the school year, eligible expenses may be incurred through September 30.

Life Insurance

During the 31 days following your termination of employment, you will be sent information to the address on record regarding conversion/portability of your group term life/voluntary insurance policy.

Life insurance coverage with the District ceases last day of the month that you terminate.

For more information, please contact Standard Insurance Company at 1-888-937-4783.

Disability

Long-Term - Long-Term Disability insurance coverage ceases as of your last day of employment.

Voluntary Insurance (AFLAC, USABLE) - If you are enrolled in any short-term disability insurance/cancer insurance, your coverage ceases as of your last day of employment. If you would like to continue these plans, please contact your representative directly from the short-term disability company you are currently covered under.

Retirement

If you were enrolled in the retirement plan, you have the option to have your vested account balance remain in the plan or take a distribution or rollover at any time after termination. Questions concerning withdrawal of funds for your retirement income should be directed to the vendor in which you have an account – PERS (Public Employees Retirement Fund) – 328-3900 or TFFR (Teachers Fund for Retirement) 328-9885. If you will have an address change, please contact these offices directly so they can make corrections to your account accordingly.

403b

If you currently have a 403b payroll deduction, please contact your respective financial advisor to notify them of your termination status. If you would like to make changes to your 403b account, you must do so before you plan to return to employment with Bismarck Public Schools (coaching, subbing, etc.).

Vacation/Personal Leave or Earned Time

When you retire or terminate employment from Bismarck Public Schools, staff are paid the balance of their accrued vacation/personal leave at the last/current fiscal year rate.

***Hourly staff who earn personal leave - new employees shall not be granted use or payment of personal leave within the first eight (8) weeks of employment.

Sick Leave

Compensation for unused sick leave will be granted to all staff who have worked for the district ten (10) or more years who leave the district due to retirement, resignation, reduction in force or death.

Administrators:

The payment for unused sick leave when leaving the District will be at \$30.00 per day, not to exceed \$4,000.00, if resignation/retirement letter received prior to March 1.

The payment for unused sick leave when leaving the District will be at \$30.00 per day, not to exceed \$3,500.00, if resignation/retirement letter received on March 1 or later.

Teachers:

The payment for unused sick leave when leaving the District will be at \$25.00 per day, not to exceed \$4,000.00, if resignation/retirement letter received prior to March 1.

The payment for unused sick leave when leaving the District will be at 25.00 per day, not to exceed \$3,500.00, if resignation/retirement letter received on March 1 or later.

Professional Support

The payment for unused sick leave when leaving the District will be at \$25.00 per day, not to exceed \$4,000.00, if resignation/retirement letter received prior to March 1.

The payment for unused sick leave when leaving the District will be at 25.00 per day, not to exceed \$3,500.00, if resignation/retirement letter received on March 1 or later.

Support Staff

The payment for unused sick leave when leaving the District will be at \$20/day for each day of unused sick leave not to exceed \$3,000.00.

Checklist for Employee Responsibilities:

- Provide a written termination notice to your supervisor/Human Resources office.
- If you change your mailing address after termination of employment, please contact Human Resources at (701)323-4070 to update iVisions.
- Turn in your Bismarck Public Schools name badge/key card to Human Resources or respective school office.
- Turn in your SAMS District card and District P-Card to the Accounting Department.
- Turn in your laptop/cell phone to technology or the respective school office.
- Remove all business-related emails from personal phone
- Email and iVisions will no longer be accessible to you once your termination date has expired. Please provide a personal email to Accounting if you would like your final paystubs emailed to you.

If you have additional questions, please contact the Bismarck Public Schools Human Resources Office at (701) 323-4072.