



Post-Employment Information- Termination/Resignation/Retirement

Final Pay and Sick/Vacation/Personal Days-

On your final check, you will be paid for any hours you have worked and not yet been paid for. Depending on how you are paid, this may result in your final check being larger than your normal paycheck if your pay is annualized (paid year-round/don't work year-round). Any applicable unused vacation (after pro-ration) will be paid out at this time as well. Unused personal time for teachers will be paid out as well at the sub rate of pay.

Based upon group contract. See your Bargaining Contract for specific details.

Health, Dental, and Life Insurance-

Your insurance coverage ends on the last day of the month of the last day worked or determined by collective bargaining agreement. You will be receiving COBRA continuation information in the mail to your home address from COBRAPoint. Please watch for this information if you wish to continue your benefits at your own cost. The COBRA cost includes the entire insurance premium amount plus the cost of administration. You have 60 days after your last day of employment to activate COBRA, and the coverage is retroactive back to the day you lost coverage. COBRA coverage is available for yourself and any of the dependents you were covering at the time your employment ended. All COBRA administration is handled by COBRAPoint.

*Retirement- See your Bargaining Contract regarding eligibility for continuation of Health Benefits.

Flexible Spending Accounts-

Money that you have had deducted from your checks pretax and set aside in a Medical Spending Account or Daycare Spending Account will remain in your account and is administered by FURTHER. You can request reimbursement from that account for any expenses incurred up to the effective end date. Any reimbursement requests should be sent to FURTHER. Additional questions about FSA's can be directed to FURTHER customer services at 651-662-5065.

VEBA/HSA-

The money that has been contributed to a VEBA or HSA accounts continues to be yours to use for medical and dental expenses. These accounts can continue with our third-party vendor FURTHER until they have a zero balance. Please note that the administration cost will now be your responsibility after your employment ends. This is an estimated cost of \$3-\$4 per month. Please contact FURTHER Customer services at 651-662-5065 with any questions.

PERA-

PERA is the pension account generally for non-licensed staff. The money that has been deducted and contributed to the PERA pension plan will remain with PERA for your retirement. Please contact PERA at mnpera.org or 651.296.7460 for questions or to discuss a refund, rollover or other options.

TRA-

TRA is the pension accounts for Teachers and those working in a position requiring a license. The money that has been deducted and contributed to the TRA pension plan will remain with TRA for your retirement. Please contact TRA at minnesotatra.org or 651-296-2409 regarding options for those dollars.

403B-

The money that has been deducted and contributed to a 403B or 457 plan will remain in your account at your chosen vendor. Please connect with your vendor for further options for those dollars.

MSRS (Principals & Paras)

MSRS is a retirement savings account for state workers. To learn more about options available please visit <https://www.msrs.state.mn.us/> or 651-296-2761.

Technology and Property Return-

Employees should coordinate with their Building/Supervisor and Tech Assistant to return district property and technology. Badges, Keys, and Fobs should be returned to the Building who will send them to Renae Huber (Facilities) at the District Office.

If you have any questions related to your benefits, please contact Anna Kjesbo at Akjesbo@shakopee.k12.mn.us or HumanResources@shakopee.k12.mn.us. You can also call 952-496-5080.