

INVOLUNTARY SEPARATION/TERMINATION Frequently Asked Questions (FAQ)

FINAL PAYCHECK

When will I receive my last paycheck?

On June 20 for teachers or June 30 for groups that are normally paid on June 30. Your direct deposit/paycheck notice will be available on myView. Your myView access will be available indefinitely – we do not ever discontinue your access.

SICK LEAVE AND PERSONAL LEAVE

What happens to my earned sick leave and personal leave days?

You are not paid for your sick or personal leave days. If you are recalled, those days may be reinstated.

VACATION (EARNED AND ACCRUED)

What happens to my unused vacation days?

Any unused vacation days will be paid to you on your final check.

HEALTH INSURANCE

When will my health insurance coverage end?

Your health insurance will end on the last day of the month in which your employment ends – June 30, 2009.

Can I extend my health insurance?

Yes, you will be offered continuation of insurance benefits under COBRA, which is administered by Corporate Health Systems. You will be responsible for paying the full premium, plus a 2% administrative fee, by the first of each month directly to Corporate Health Systems. Health benefits may be extended for 18 months or until you have other coverage.

OTHER INSURANCES

What about other types of insurance?

Along with your health insurance, you will receive an offer to continue dental and life insurance from Corporate Health Systems if you are eligible. You will be responsible for paying the full premium, plus a 2% administrative fee, by the first of each month directly to Corporate Health Systems. Benefits may be extended for 18 months or until you have other coverage. The District does not offer continuation of long-term disability insurance.

FLEX SPENDING ACCOUNTS

What do I do about dependent care or medical flex accounts?

You may submit claims for expenses incurred through your last day of employment.

RE-EMPLOYMENT

If I am separated, is there a chance that I can be re-employed with ISD 279 Osseo Area Schools?

Jobs you are eligible to apply for will be posted on the District website at:
<http://www.district279.org/departments/HumanResources/OnlineAppPage.cfm>

Will I need to fill out another application for employment?

Yes, you will need to complete an application for employment through the AppliTrack system. If you already have an application on file within AppliTrack, you may use that application to apply for open positions. You must apply for each posted position you want to be considered for.

RECALL RIGHTS

What is the difference between being terminated with recall rights and without recall rights?

Recall rights is a contractual obligation to offer open positions with the recall period. Probationary teachers do not have recall rights. Other probationary employees may have recall rights if the probationary period was completed by the last day of employment in June 2009.

How does recall work?

When a position opens up within the recall period for your unit, the most senior qualified employee for recall in the classification will be recalled first. Refer to the Terms and Conditions of employment for your unit on the District website.

If I am on recall, how will I know if a position becomes available?

Human Resources will contact you. Make sure that your address and telephone number are current, including your cell phone number. You may update your contact information through myView. If you will be out of town, call Human Resources at 763-391-7007 to provide numbers where you may be reached.

If I accept a recall position, can I apply for open positions?

Absolutely. Again, positions will only be posted after all people with recall rights have been offered open positions they are qualified to fill.

If I am on recall status and recalled to a position within the recall period, what happens to my seniority rights?

You retain your seniority rights and your unit seniority date. Refer to the Terms and Conditions of employment for your contract unit for the duration of the recall period.

REHIRE/RECALL – INSURANCE ELIGIBILITY

If I am rehired/recalled, when will my insurance become effective?

If you are offered a position while on recall that qualifies for insurance, coverage would begin the day you begin working. If you are offered a position that does not qualify for benefits, you would not be offered benefits but could continue coverage through the 18 months provided under COBRA extension if you had elected that extension.

REHIRE – RATE OF PAY

Do I start over?

Recall: No, you will be placed at the step you were at on June 30, 2009. A new date will be established for step movement. If you are offered a position that is lower than your previous pay class, you would remain at your previous step but at the pay amount of the lower classification.

Without Recall: You will be considered a new employee and will be placed on the appropriate schedule as determined by the requirements of the job and at the discretion of Human Resources. As a new employee, you will serve a probationary period.

UNEMPLOYMENT

Will I be eligible to collect unemployment?

If you lost your job through no fault of your own, chances are good that you will be eligible for unemployment compensation.

How do I apply for unemployment?

Applications can be made on-line at www.uimn.org or on the telephone by calling 651-296-3644. You should apply the day after your last day of employment.

When will I begin to receive benefits?

The first week you apply and are eligible for payment is called the **waiting week** and is never paid. (Note: Severance pay may delay the waiting time, go to www.uimn.org for details.) After that, payments will be generated on a weekly basis. If you are eligible for benefits, payments will begin this summer.

How much unemployment compensation will I receive?

Your weekly amount will be half of your average weekly gross pay in your “base period” up to a maximum of \$566. For additional information, go to www.uimn.org.

How long can I collect unemployment benefits?

The amount of time you receive unemployment benefits is dependent upon whether or not you are earning additional wages during that same time period. Go to www.uimn.org for specific information.

OTHER IMPORTANT INFORMATION

What other things do I need to consider as I seek other employment?

Be sure to inform ISD 279 of any changes in name, address or phone numbers for a period of at least one year after the termination of employment. The District must send important tax information to you next year.

If you are no longer available for employment and want your name removed from the recall list, call Human Resources at 763-391-7007.