

**NOTICE OF "INTENT TO SEPARATE"
FROM TUCSON UNIFIED SCHOOL DISTRICT**

INSTRUCTIONS: Please complete the information below. Completed form must be scanned and attached to the Staff Termination ePAR and must be submitted for processing by the established deadline detailed in your employee agreement. Agreements can be found at: <http://www.tusd1.org/Departments/Human-Resources/Employee-Agreements>

NOTE: Intents to Separate from Assistant Principals, Principals, and Central Office Administrators must be sent to Human Resources for processing.

Name: _____ Employee ID Number: _____

Job Title: _____ Site/Dept: _____

This is to notify the District that I am: (check one) retiring resigning from my position.

My last day of work will be _____ (usually the last day of the semester or contract day for all contracted employees).

If you are resigning, please select one of the options below:

Other Employment

Relocation

Personal Reasons

Other (please provide a brief explanation):

Please initial each sentence and sign below:

_____ I understand that my actual recorded separation date will be my contract-end date for school-year end separations.

_____ I understand that any active benefits will terminate on the last day of the month in which I separate. However, if my separation occurs in May **AND** I work through the end of my work calendar year, my benefits will continue through the end of the Plan Year (June 30th).

_____ I will be offered COBRA and be issued a Certificate of Credible Coverage, if applicable, once my separation is processed.

_____ I understand that it is my responsibility to contact the Arizona State Retirement System (ASRS) to ensure accurate retirement status and/or eligibility.

_____ I understand that my separation cannot be rescinded once it has been reported/approved by the Governing Board.

_____ I understand I may be contacted to complete an exit survey.

Employee Signature: _____ Date: _____

Personal Email: _____ Contact Phone: _____

Supervisor Name: _____ Supervisor Title: _____

Supervisor Signature: _____ Date: _____

Note to Site: Please attach this form to the Staff Termination ePAR for processing.

Are you separating from the District?

Here are some things that you need to know:

- You need to provide a copy of this written notice of intent to separate to your supervisor/administrator
- To be eligible for payouts, you need to provide a written notice to Human Resources (HR) by the appropriate deadline in your employee agreement, as it relates to any sick leave separation benefits, stipend payout requirements, or contractual obligation. [Click Here to View Employee Agreements](#)
- You should make arrangements to turn over all work in progress to your supervisor/administrator.
- By your last day of work, please turn in District equipment, keys, ID badges, library materials etc. to the appropriate issuing authority.
- Your “home address of record” is what the District has in Infinite Visions, our HR System. It is recommended that you check your address in the Employee Self-Service no later than your last day of work to ensure any final documents and/or W2’s are sent to the correct address. Please contact HR if address changes later, to ensure delivery of your final annual W-2 form (Note that the USPS cannot forward W-2s).
- If you are also retiring from the Arizona State Retirement System (ASRS), please contact them directly at (520) 239-3100, as well as TUSD Benefits at Benefits@TUSD1.org or (520) 225-6144.
- For questions about your final paycheck or anticipated payouts, contact the Payroll Dept. at (520) 225-6250.

Benefits Information

- You will receive a COBRA packet to your home address on record 7–10 days after your coverage has ended and your separation has been processed in our system.
- Please note any deadline dates for continuing insurance coverage(s).
- If you have a 403b or 457 account – do not close your account(s) until your final check has been processed. Closure can result in your contribution being rejected and returned to TUSD for refunding to you. Should you wish to withdraw or move your funds, please contact [TSA Consulting Group](#) at (888) 796-3786 for transaction routing procedures.
- For inquiries about a refund, retirement option or premium benefit option (insurance subsidy), contact the Arizona State Retirement System (ASRS) directly at (520) 239-3100.

TUSD Contact Phone Numbers

Human Resources: (520) 225-6035

Benefits: (520) 225-6144

Payroll: (520) 225-6150

Post Retirement Employment Opportunities (PREO)

- An ASRS member who terminates employment and begins to receive retirement benefits at normal retirement (age 65, age 62 with at least 10 years of service credit, or at 80 points) or later may return to employment with an ASRS employer. However, the ASRS 20/20 rule applies, which limits the retiree to no more than 20 weeks of work at 20 or more hours per week during the first year of normal retirement. For more detailed information, contact the ASRS at 239-3100 or visit their website at www.azasrs.gov.
- TUSD – Post Retirement Employment Option (PREO) – If you are an ASRS Retiree who returns as a contracted employee through the PREO program, the ASRS 20/20 rule does not apply. Please complete a PREO form and return to HR if you plan to return on PREO. Our PREO providers are:
 - Educational Services Inc. (ESI) educationalservicesinc.com/retirerehire
 - ESS ess.com/Tucson

Thank you for your service to the Tucson Unified School District Community!!