

## So, you're thinking about resigning or retiring.....

Here are some frequently asked questions regarding separation from Washougal School District's employment:

**Q: When do I have to notify the District of my intent to retire or resign?**

- As soon as you have made your decision, it is a good idea to notify us so that we can give you the information needed to make important decisions on your options for medical insurance and retirement benefits.

**Q: What District forms do I have to fill out?**

- You will need to complete a [Personnel Resignation](#) Form with your supervisor signature and turn it into the HR Department.

**Q: Can my retirement or resignation decision be kept confidential until I am ready to announce it?**

- Yes, your decision will be kept confidential. We will work with you to determine when the notice of retirement or resignation will go to the board for approval.

**Q: How long will I be covered under the District insurance when I retire or resign?**

- In most cases, your medical coverage will extend to the end of the month following the month of your last paycheck. Please check with Payroll for a more definite timeline.

**Q: How do I know if I am eligible for retirement?**

- The best resource for all your retirement questions is the Department of Retirement. DRS has a great [website](#) to assist you, or give them a call at 800-547-6657.

**Q: What's the first step to take if I'm thinking about retirement?**

- DRS has provided an excellent detailed [Retirement Checklist](#) with valuable contact information to help walk you through the process.

We are here to help you find answers to your questions. Cyndi Barbur in Payroll will be happy to sit down with you to discuss your questions and/or refer you to the right source for your answers. Just give her a call or send her an email to set up a good time to meet.

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