
Termination of Employee Procedure (BEN-P002)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the steps in which the Benefits Department processes Employee terminations.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Human Resources

3.0 APPROVAL AUTHORITY:

- 3.1 Benefits Coordinator

Approval Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 PAN – Personnel Action Notice.
4.2 COBRA – Continuation Of Group Health Benefit After Termination
4.3 LTD –Long Term Disability

5.0 PROCEDURE:

- 5.1 Benefits department is in receipt of a PAN for termination.
5.2 Appropriate paperwork is sent to terminated employees including, but not limited to, COBRA and life conversion information.
5.3 Insurance carriers are notified by, but not limited to, email, forms, or letters.
5.4 Information is deleted from the active system keyed into the termination system. (Microsoft Works)

6.0 ASSOCIATED DOCUMENTS:

- 6.1 PAN (PER-F004)
6.2 COBRA Continuation Notice with Response Form (BEN-F004)
6.3 Life Conversion Form (BEN-F005)
6.4 Thrift Plan for Paraprofessionals Distribution Forms – External Document

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Documents 6.1 through 6.4	Benefits Office	Based on Contract	99 years	Locked Cabinet Locked Office
Benefits Data System	Electronic	Based on Contract	Benefits Term System	Electronic BackUp

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
04/27/2004	B	6.0, add form # to 6.1; change wording in 6.3 and 6.4

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