

Preparing to leave **BETHEL**

Here's everything you need to know in order to easily transition



Included here:

- ITS/Technology instructions
- OPC Information
- Miscellaneous “To Do” checklist
- Retiree & Emeritus information

Questions? Contact the office of People and Culture

instructions from ITS

TECHNOLOGY EQUIPMENT

Desktop computers, monitors, docking stations, and phones should remain in your Bethel workspace. Laptops are to be returned by the departing employee to the ITS Help Desk located on the 4th floor of RC at 3900.



NETWORK & GOOGLE ACCESS

STAFF:

On the last day of your position, access to all ITS resources including: Bethel Google account, department drive, campus printing, MyBethel, Moodle, etc. ends.

STAFF who are also **alumni**:

On the last day of your position, access to all ITS resources including: Bethel Google account, department drive, campus printing, MyBethel, Moodle, etc. ends. If you wish to save any **personal** items (emails, contacts, calendar appointments, Google Drive/network files, you will need to save them *prior* to your last day. Forward them to your personal email or save to a flash drive or follow the instructions [found here in Confluence](#). **Please note: even if you are an alum of Bethel, all of the above will end on the last day of your position.**

STAFF who are also **students**:

When your position ends, you will lose access to your department network files. However, if you are *also a student*, you will retain access to Moodle, your Bethel email, Google drive, etc. so you can complete your degree. **Please note: There is a step you need to take if this is your situation.** Contact the ITS Help Desk two weeks prior to leaving your employee role at Bethel to ensure that your access as a student is not disrupted.

FACULTY:

Faculty retain access to Bethel email and their Bethel Community Account (BCA) for 210 days past the last day of the last semester taught in order to wrap up grading, remove intellectual property from Moodle (if applicable), etc. If you wish to save any **personal** items (emails, contacts, calendar appointments, Google Drive/network files, you will need to save them prior to the 'last day of access.' ('last day of access' = 210 days past last day of last semester of teaching). Forward all personal items to your personal email or save to a flash drive or follow the instructions [found here in Confluence](#). **Please note: even if you are an alum of Bethel, all of the above will end on your 'last day of access'.**

FILES STORED IN GOOGLE

Ownership of all pertinent shared Google Folders, documents, sheets, etc. still used for collaboration should be **transferred (not simply shared)** to an employee that can continue to maintain/oversee/own those items.

FAQ: Can I keep or buy my laptop?

Unfortunately, the answer is no. Each laptop needs to be returned to the Help Desk where it is 'wiped' of all information and repurposed.

information from

OPC

BENEFITS INFORMATION

Health, Dental, Vision, Life:

Coverage for you (your spouse or dependent child, if applicable) terminates on the last of the month in which your eligibility ceases.

CONTINUATION OF COVERAGE OPTION

Bethel University offers a "COBRA-like" benefit for employees. This extension is called Continuation of Benefits Coverage. You can elect continuation of your benefits coverage for certain benefits (health, dental, vision, life) if you lose your coverage because (1) your hours of employment are reduced, or (2) your employment is terminated for reasons other than gross misconduct.

You (your spouse or dependent child, if applicable) will be notified of your right to elect continuation coverage and the cost to do so. The deadline for electing continuation coverage is 60 days after the date the plan ceases to cover you or from the date you are notified, whichever is later.

Continuation of Benefits letters are sent by **Optum Financial** and are mailed to your home address.

RETIREMENT

Contributions to your TIAA retirement account end on your last day of employment. For more information or to initiate a rollover, log into your online account at www.tiaa.org/bethel or contact TIAA directly at (800) 842-2252

TUITION BENEFIT

Tuition *eligibility* is lost upon termination of employment for any reason. You, your spouse and/or any previously eligible dependents lose eligibility for the tuition benefit immediately as of your last day of active employment, however, the tuition *waiver* will apply through the end of the semester during which you worked your last active day.

LAST PAYCHECK

For exempt employees, the last paycheck will be paid at the end of the month in which the employee departs.

For non-exempt employees, the last paycheck will be paid at the end of the month in which the employee departs if the employee's last worked date falls between the 1st and the 15th. If an employee's last worked date falls between the 16th and the last day of the month, then the last paycheck will be paid at the end of the next month

PAY OUT OF LEAVE

Leave balances (vacation, sick, personal leave) are not paid out at the time of departure from Bethel.



miscellaneous

TO DO



RETURN KEYS

Office & office suite keys to supervisor/department chair. Desk/File cabinet keys - tape inside top desk drawer/file cabinet drawer. PO Box key - return to post office at 3900. Master keys - return to Facilities Management at 3900.

RETURN BETHEL CREDIT CARD

Bring to the Business Office located on the 5th floor of the Anderson Center.

RETURN LAPTOP

STAFF are to return their laptop to ITS Help Desk @ 3900 (RC419) before or on their last day. **FACULTY** are to return their laptop to ITS Help Desk @ 3900 (RC419) on or before their 'last day of access' which is 210 days past the last day of the last semester of teaching.

RETURN BETHEL ID

If you resign, turn in your Bethel ID card to your supervisor/department chair/program director. If you retire, you may keep your card.

RETURN PARKING PERMIT

On your last day, please turn in your Bethel parking permit to your supervisor/department chair/program director or Safety and Security.

DINE DOLLAR REIMBURSEMENT

100% of your unused Dine Dollars can be reimbursed (less any promotional/bonus dollars). Email sodexo@bethel.edu to begin the reimbursement process. In subject line, state: Dine Dollar Reimbursement. In body of email, include: name, Bethel ID number and address to send the check.

GENERATE AN 'OOO' EMAIL

Generate an out of office (OOO) message referencing the last day of employment. Include departmental contact for assistance.

SUBMIT LAST TIMESHEET

If applicable, please make sure to complete and submit your last timesheet prior to departure on your last day.

EMAIL OPC

Please email people-culture@bethel.edu your personal email address in case Bethel needs to contact you after your departure. Thank you!

***Retirees - please see next page**

resignation, retiree & emeritus INFORMATION

If you have any questions about the chart below, please reach out to OPC prior to your departure.

| | Resignation | FT Staff/Faculty Retiree | Faculty Emeritus |
|-----------------------------------|-------------|--|--|
| Keep ID card | No | See info here Security will 'reset' your ID | See info here Security will 'reset' your ID |
| Library Use | No | Yes. More info here | Yes. More info here |
| Wellness Center Use | No | Yes | Yes for retired Emeriti |
| Free Admission to Athletic Event | No | See info here | See info here |
| Keep Parking Permit | No | No - use visitor parking | No - use visitor parking |
| Keep Bethel GMail Account | No | staff: no faculty: for 210 days | Contact ITS |
| Dining Center Use | No | Yes | Yes |
| Employee Discount at D.C. | No | No | No |
| Employee Discount in Campus Store | No | No | No |
| Festival of Christmas Tickets | No | 2 Tickets May upgrade for \$8 | 2 Tickets May upgrade for \$8 |
| Smorgasbord Tickets | No | 2 Tickets | 2 Tickets |
| Attend Retirement Parties | By Invite | Yes | Yes |