**Diocese of Winona-Rochester**

**TERMINATING EMPLOYEE CHECKLIST\***

**EMPLOYEE’S NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HIRE/TERM:**

* Upload completed form to Diocese of Winona-Rochester within five days of termination
	+ Notice of Employee Termination of Employment Form 001 – contact benefits@dowr.org for online form link.
* If there is a separation agreement, upload separation agreement to Dropbox within five days of termination in order for COBRA to be completed correctly
	+ Separation agreement

**IF THE EMPLOYEE HAS HAD ANY OR ALL OF THE FOLLOWING:**

* Health/dental insurance
* Basic life insurance
* Flexible benefits (dependent care does not qualify for COBRA)
* Supplemental life insurance
* Give to Employee
	+ Information for Terminating Employees Alerus COBRA

- Alerus handles COBRA on behalf of the diocese

**PENSION**

* Give to Employee
	+ 403(b) Pension Plan Information for Terminating/Retiring Participants

**\*This checklist is for parish/school/cemetery/institution only and does not need to be sent to**

**the Diocese of Winona-Rochester.**