

Roseburg Public Schools
Roseburg, Oregon

ADMINISTRATIVE EMPLOYEE

DESIGNATED BENEFICIARY

Section I, I, 3 of the Administrators Conditions of Employment provides:

“If an administrator dies while under contract to the District, payment for accumulated unused personal illness leave will be made to the designated beneficiary at a rate based upon a daily rate of earning at the time of death. Each administrator must have the name of a beneficiary on file with the district.”

For that reason, it is necessary for you to designate a beneficiary. The beneficiary may be changed at any time by providing the Personnel Office with written notice.

Even though you may have a designation on file, please designate your beneficiary on this form and return it to the Human Resources Department.

Administrator's Name _____

Beneficiary (Full Name) _____

Signature _____ Date _____