

GUIDELINES FOR A SMOOTH RETIREMENT

Considering retirement this year?

Here is a guideline for certificated personnel suggested by PYLUSD and APLE to help simplify the process.

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| Make sure you can afford to retire | If you are considering retiring this year you should first access your “Retirement Report” at CalSTRS.com. Go to the “My CalSTRS Account” and calculated your anticipated retirement benefits level. |
| Meet with CalSTRS | Before starting the retirement process meet with your CalSTRS representative and make sure retirement at this time is in your best interest. Make this appointment well in advance as the end of the school year is very busy for CalSTRS and it may be difficult to get booked. |
| Double checking | It is helpful to directly call the Sacramento office of CalSTRS (800-228-5453) to verify that your anticipated level of your retirement benefits is correct. This phone call is especially important if you have any potential complications, such as a divorce , bankruptcy or contributions to CalPERS. |
| Know the steps | Go to the website (www.calstrs.com) and make sure you understand the steps for prompt initiation of your pension and the paperwork needed in the retirement process. |
| Confirm sick days | Check that the information the District intends to submit to CalSTRS regarding accrued sick leave and supplemental assignments matches the information you have. |
| Continuing district health insurance | If you have any questions about how retirement will affect your health coverage, especially if it includes spouse or dependents, you should arrange a meeting with Risk Management to discuss your options. |
| Medicare and Social Security | Where applicable, considered the Simplified Method, Social Security Offset and Windfall. These will be discussed at the APLE “So Your Thinking of Retiring” workshop on 6 May. |
| Tell Principal | Once you have made the decision to definitely retire, you should meet with your principal and inform him/her of your intentions. Any request to keep your decision confidential should be honored by the principal. |

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Complete the Forms Submit a “Letter of Resignation” to the Personnel Office. A generic example of a letter of resignation” is included in this packet. Remember, resigning from the district is separate from retiring from CalSTRS.

Make an appointment with Risk Management (714) 985-8476 to complete the Express Benefit Form.

Contact Risk Management to select benefit options.

Submit CalSTRS Application Consider retiring from CalSTRS on line, it is simple and fast. Your application for retirement benefits must be received by CalSTRS in Sacramento no later than the last business day of the month in which your retirement is to become effective. It is suggested that you send your application by certified mail, return receipt requested. The earlier you send in your CalSTRS paperwork the better as the end of the year is a very busy time. (Doing it on line is immediate.)

Questions If you have any questions about the process please contact Kevin Lee in the Personnel Office or Tricia Methe in Payroll.

Substitute Teaching Notify the district if you would like to be a substitute teacher for the next year and carefully read the CalSTRS earning limits.

Workshops Attend pre-retirement activities such as the APLE workshops, including Council for Aging, CalSTRS and “So you are thinking of retiring”, where many specific questions can be answered.

You’ve Earned It We will try to make the retirement process as enjoyable as possible and you hopefully you will be able to attend the celebrations of your service and dedication to the teaching profession and the students of PYLUSD.