

CHECKLIST FOR RETIRING EMPLOYEES

This checklist has been created to assist employees inquiring about, or in the process of, retiring, to provide some input on timing and necessary contacts to facilitate the process.

PERS- *Employees considering retiring should contact the Public Employees Retirement System (PERS, 687-4200) 8-12 months BEFORE retiring.*

Human Resources - *Contact the District HR Office (348-0321) and ask for your HR Representative for guidance/direction on the process (when to do letter of resignation/retirement, to whom it should be addressed etc.). Do this three weeks before your retirement date.*

BENECOR – *For sick leave and vacation payoffs, contact your HR Representative.*

ESIP – *If you have received an ESIP letter, it will explain the ESIP process. Your HR Representative can answer any questions you may have about ESIP and its timeline.*

PAYROLL - *Questions regarding your final paycheck, vacation payoff, etc., can be answered by calling the Payroll Office at 348-0341. You may have “automatic” payroll deductions for other insurance plans, TSA’s, ETC. If you want to continue these policies, you will need to contact the companies directly to make these arrangements.*

BENEFITS- *As an active employee, the District pays your monthly health insurance premiums. If you wish to continue your health insurance into retirement, you will be responsible for paying your premiums, which will be deducted from your monthly PERS check. You will need to complete a Retiree Insurance Premium Deduction form in Benefits at least two weeks prior to receiving your final District paycheck. If you desire, your life and vision coverage can be continued separate from your health and dental, but there is no option to continue health coverage without dental, or dental without health coverage. Also, when eligible you **must** sign up for Medicare A & B.*