

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.

- Make sure you can afford to retire** If you are considering retiring this year first access your “Retirement Progress Report” at CalSTRS.com. Go to the “My CalSTRS Account” and make sure that you have properly calculated your anticipated retirement benefits level.
- Meeting with CalSTRS** Before starting the retirement procedure meet with your CalSTRS representative and make sure retirement at this time is in your best interest. Make sure to make this appointment well in advance as the end of the year is very busy for CalSTRS and it may be difficult to get booked.
- Double checking** It may be helpful to call the Sacramento office of CalSTRS (800-228-5453) to make sure that your understanding of the level of your retirement benefits is correct. This phone call is especially important if you have any potential complications, such as a divorce 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 obligations in the retirement process.
- Confirm sick days** Make sure 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 or the coverage of your spouse or dependents, you should arrange a meeting with Risk Management to discuss your options.
- Medicare and Social Security** Where applicable, make sure you have considered the Simplified Method, Social Security Offset and the CalSTRS Medicare Premium Payment Program.
- Tell Principal** Once you have definitely made the decision to retire, you should meet with your principal and inform them of your intentions. If requested, any request to keep your decision confidential will 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.

Make an appointment with Risk Management Make an appointment with Risk Management (x82476) to discuss your retirement health benefits(X82461)

Contact Risk Management to select benefit options.

Submit retirement Application 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.

Questions If you have any questions about the process please contact the Personnel Office or Payroll.

Substitute Teaching Notify the district if you would like to be a substitute teacher for the next year and make sure you understand the earning limits.

Workshops Attend pre-retirement activities such as the APLE workshops, including Council for Aging, CalSTRS and “So You’re 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, hopefully, you will be able to attend the celebrations of your service and dedication to the teaching profession and the students of PYLUSD.