



# Human Resource Services

## Separation of Employment Checklist

### Health Benefits and Retirement Systems

#### Leaves

Employee Benefits Office will send you a letter according to the type of leave. The letter will include premium amounts to continue benefits.

**Family Leave:** The district will continue your benefits while on family leave, but you will be responsible for any dependent portion.

**All Other Leaves:** You are responsible for all premiums to maintain your health benefits and any options.

**Returning From Leave:** If you do not maintain benefits while on leave or you did not continue dependent coverage, you must re-enroll upon returning to work. **Your benefits will not automatically be reactivated.**

#### Resignation

##### Teachers (SCTA) Health Benefits:

- Benefits terminate the last day of the month of termination.
- You will be sent a COBRA letter from the Employee Benefits Office to continue your health and/or options.

##### CalPERS Health Benefits for All Other Groups:

- Benefits terminate the month following your termination of employment.
- If you are vested with CalPERS and receive a retirement check, you may be eligible to continue your benefits without district reimbursement.
- You will be sent a COBRA letter from the Employee Benefits Office to continue your health and/or options.

#### Retirement

You must meet all requirements of district-paid retiree benefits (refer to applicable contract) and retire with CalPERS or CalSTRS within 120 days of separation.

To assist in your retirement process, please review the following:

- Contact your retirement agency (CalSTRS, CalPERS). Your district retirement date must be at least one day prior to date used with CalSTRS/CalPERS (i.e., district June 16, STRS/PERS June 17).
- If within three months of turning age 65, you must contact the Social Security Office regarding Medicare eligibility and enroll in Medicare A & B.
- Employee Benefits Office must complete retirement benefits at least 45 days prior to retirement.

##### **Your benefits will not automatically carry through to retirement.**

- Sign authorization for STRS/PERS deductions.
- Sign authorization for options (dental, life, vision).
- Sign authorization for dependents or delete dependents.
- Verify mailing address and telephone numbers.
- Possibly change beneficiary for life insurance.

##### Teachers (SCTA) Health Benefits:

- If retirement date is in June (completion of school year), retirement benefits start October 1.

##### CalPERS Health Benefits:

- If you wish to withdraw your CalPERS/CalSTRS retirement money, you will not be eligible for benefits upon retirement.
- Retirement benefits start one month after retirement date (i.e., retire June – benefits start August 1).
- If you are vested with CalPERS or CalSTRS, but do not have enough district time, you will be eligible to continue benefits at the group rate.