

RECOMMENDED STEPS BEFORE RETIREMENT

Plan ahead at least six months to a year in advance of your retirement.

Contact your **HR** - # **h-ko** / # **auko** to start your retirement application process. They will help you get a basic understanding and questions regarding your retirement benefits, such as:

1. Learning how your pension is calculated.
2. Can you set aside money for retirement in addition to your pension?
3. What happens if you pass away or leave your employer before you retire?
4. Importance of having a power of attorney on file
5. Can you use sick leave to purchase service credit years?
6. Learning how to run estimates to determine your retirement salary.
7. Attend training and events posted on their websites.
8. Videos and webinars

h-ko California Public Employees' Retirement System (www.calpers.ca.gov) 1-888-225-7377

auko California State Teachers Retirement System (www.calstrs.com) 1-800-228-5453

Contact - **HR** ()

to schedule an appointment for them of your retirement plans. The Retirement Department will send you a retirement letter that will be sent to Assistant Superintendent of Personnel for approval. Employment Services will forward a copy of approved retirement application to the Benefits Department for processing.

[Retirement form](#)

Your Benefits Specialist will send you information regarding your retirement benefits which includes a worksheet that shows how your percentage is calculated based on your years of service and your bargaining unit. Please schedule an appointment with your Benefits Specialist to discuss your retirement health benefits options or reach out for any questions you may have regarding your health benefit plans.