

FAQs – Certificated Employee Retirement

1. What steps do I need to take when I am going to retire?

- Talk to a STRS counselor
- Submit a RESIGNATION FORM (found on the District web site - go to Human Resources, then Forms, “Notice of Resignation”) or submit a Letter of Resignation to the Deputy Superintendent of Human Resources. Your resignation notification must include the date of the last contracted day that you will work. In addition, STRS will give you a retirement date that you must include in your resignation notification. Also, please indicate if you want to remain an employee of the District as a Certificated Substitute Teacher.

**STRS will not allow a teacher to work until 6 months or 180 days after their Retirement date regardless of their age*

**STRS does not notify the District of any certificated employee retirements*

- Submit an ‘Express Benefits Form’ to Payroll. You need to obtain this form from STRS.

2. What happens to my benefits when I retire?

- Your current benefits will continue until August 31st.
- If you want to have different insurance as a retiree you will need to change insurance during open enrollment. You will not be able to change in September.
- In August you will receive 3 letters....
 - One letter will be from HUSD Benefits Department regarding your *Life Insurance*. If you wish to continue your *Life Insurance*, you correspond directly with the carrier.
 - One letter will be from Paypro regarding your *COBRA Eligibility*.
 - One letter will be from HUSD Benefits Department regarding your *Retiree Insurance*.

**If you wish to continue your coverage you must respond to either the *COBRA Eligibility* letter or the *Retiree Insurance* letter.*