

FAQs – Classified Employee Retirement

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

- Determine whether or not you are currently an active member of CalPERS (California Public Employees' Retirement Services). If you are you must take the proper steps for retirement.
- Contact CalPERS directly with any specific questions you may have. You may contact CalPERS at **888 CalPERS (888-225-7377)** or acquire information via their website at <http://www.calpers.ca.gov/>.
- Submit a **“Notice of Resignation”** and an **“Exit Interview Questionnaire”** (both documents can be found on our district website) to the Human Resources Department. Please ensure that your **“Notice of Resignation”** is filled out completely. Make sure to include **retirement** as your **“Reason for Resignation”** and indicate whether or not you have the desire to return as a classified substitute. Please note that your last day of work will be utilized as your date of resignation. Your retirement date will be the day *after* your resignation date.
 - Due to pension reform and California law effective January 1, 2013, retirees desiring to return to work in a substitute capacity must wait 6 months before resuming work.
- After your assigned Human Resources Technician processes your separation paperwork, CalPERS in Sacramento will be forwarding documents to you regarding how you wish to have your contributions handled. A copy of your CalPERS separation form will be mailed to you after your retirement has been accepted by the Governing Board.

2. What happens to my benefits when I retire or leave the district?

- Your current benefits continue to the end of the month or if you complete the school year they continue until August 31st.
- If you wish to have a different insurance when your benefits end you must make the election change during Open Enrollment. You will not be able to change insurance when your benefits transfer to COBRA or Retiree Insurance coverage.
- 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 you COBRA Eligibility.
 - And if you qualify...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.