



COMPTON UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

501 S. Santa Fe Avenue, Suite 150

Compton, California 90220

STEPS TO RETIREMENT

Throughout your career:

Make sure your CalPERS service credit is correct. Please review your service credit each time you get a statement. If you think there is an error, send a copy of the service credit statement (with an explanation of what you think is incorrect) to the Payroll Department.

Visit the CalPERS website (www.calpers.ca.gov) for general benefit related information.

At least 5 years prior:

Attend CalPERS retirement seminar.

At least 6 months prior:

1. Confirm your creditable years of service with the district to determine eligibility for health benefits after retirement. Classified employees, please contact the Payroll Department at (310) 639-4321 Ext. 55041.
2. Contact the Payroll/Benefits Department regarding your benefits options at (310) 639-4321 Ext. 55025.
3. Make your CalPERS counselor appointment to discuss options.
 - CalPERS (Regional Call Center-Sacramento) (888) 225-7377, or on the web at www.calpers.ca.gov.

At least 3 months prior:

1. Notify your site supervisor of your intent to retire.
2. If you have not previously done so, confirm your creditable years of service with the district to determine eligibility for health benefits after retirement. Classified employees, please contact the Payroll Department at (310) 639-4321 Ext. 55041.
3. Complete the district Retirement/Resignation Form* and turn it in to your site.
4. The date of retirement is decided by the employee. Your district retirement date must be on or after the last date that you were in paid status (e.g., work, vacation, sick leave, etc.) Your district date of retirement must be before your selected PERS retirement date. (For example, on the district's form you would indicate 6-16-XX as your retirement date, on the CalPERS form you would indicate 6-16-XX as "last day of paid employment" and 6-17-XX as "retirement date".)

5. Ca1PERS members, the district will certify your retirement date and report your unused sick leave balance (for service credit) to Ca1PERS upon receipt of a Notice of Placement on Retirement Roll from Ca1PERS requesting verification of this information. *Please note that your retirement date must be within 120 days of your Ca1PERS retirement date; otherwise, you will not be entitled to convert your unused sick leave for any service credit.*
6. Turn in completed forms from the packet to Ca1PERS.
7. If you or your eligible spouse/domestic partner is 65 or older at the time of your retirement, you must enroll in Medicare A&B.

*** Where to get the retirement forms:**

1. The District Resignation/Retirement Form is available at all sites and on the Personnel Commission's website www.compton.k12.ca.us. Open "For Current Employees". Please make sure you submit the Resignation/Retirement Form to the Office of the Personnel Commission.
2. Ca1PERS Service Retirement Application may be completed and submitted online using your myICa1PERS account (www.calpers.ca.gov). Ca1PERS packets are available by calling Ca1PERS at (888) 225-7377 or at their Regional offices.

NOTE: When making changes to any of your dates, also make sure that related Ca1PERS paperwork is amended as necessary.

After retirement:

You will receive a retirement letter regarding benefits:

- If you are a retiree who is eligible for district paid health benefits (medical/prescription only), you will receive a letter from the Payroll/Benefits Department. At this time you will also be given the one time opportunity to enroll in the dental program. The dental benefit is at your own cost.
- If you are a retiree who is not eligible for district paid benefits, you will receive a letter from the Payroll/Benefits Department offering you the opportunity, at your own cost, to remain in the district's medical and dental plans.
- Life insurance is continued, through conversion, after retirement. If you are interested in conversion, please contact the Payroll/Benefits Department.

If you have any questions, please call the Payroll/Benefits Department at (310) 639-4321 Ext. 55025 for assistance.

Requests to Substitute after retirement:

Notify the Office of the Personnel Commission in writing that you would like to work as a substitute after retirement. Please be reminded that Ca1PERS limits the amount you can earn post-retirement. In addition, Ca1PERS places restrictions on substituting for the first 180 days of retirement. For additional information, please contact Ca1PERS directly.

Contact Information:

CalPERS

Orange Regional Office

500 N. State College Blvd., Suite 750

Orange, CA 92868

Regional Call Center: (888) 255-7377

www.calpers.ca.gov

Office Hours: 8:00 AM – 5:00 PM

(Closed on State and Federal holidays)