



Steps to Retirement



Throughout your career:

Make sure your CalSTRS/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 Payroll.

Visit the CalSTRS/CalPERS websites (www.calstrs.com and www.calpers.ca.gov) for general benefit related information.

At least 5 years prior:

Attend CalSTRS/CalPERS retirement seminar.

CalSTRS members who are age 55 or have 30 years of service credit should schedule a benefits counseling appointment with CalSTRS at 562-922-6838.

At least 6 months prior:

1. Contact LBUSD Risk Management regarding your benefits options at 562-997 8233.
2. Make your CalSTRS/CalPERS counselor appointment to discuss options.
 - CalSTRS Benefits Counseling (LACOE, Downey) 562-922-6838
 - CalPERS (Regional Call Center-Sacramento) 1-888-225-7377, 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. Complete the district Retirement/Resignation form* and turn in to your site.
3. When completing this form, keep in mind that the district's retirement date is "the close of work on_____". CalSTRS uses "last day of paid employment" and "retirement date". (For example, on the district's form you would use 6-16-XX and on the CalSTRS form you would indicate 6-16-XX as "last day of paid employment" and 6-17-XX as "retirement date".)
4. Bring in CalSTRS Express Benefit form/CalPERS Service Retirement Election Application* (found in your CalSTRS/CalPERS packet to estimate your sick leave balance) to Payroll for completion. A Payroll employee will complete it for you.
5. Turn in completed forms from the packet to CalSTRS/CalPERS.
6. 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 forms:*

1. The District Resignation/Retirement Form is available at all sites and on the district's website www.teachlongbeach.com. Open "For Current Employees".
2. CalSTRS packets are available by calling CalSTRS at 800-228-5453. You can also obtain a packet by scheduling a meeting with a CalSTRS Benefits Counselor. CalPERS booklets are available in the Payroll Department on the 2nd floor of the Administration building, 562-997-8146.

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 Benefit Service Center. You will have 30 days from the date on the letter to elect District paid retiree benefits. 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 **Risk Management** offering you the opportunity at your own cost, to remain in the districts medical and dental plans. You must respond within 30 days of receipt of the letter.
- If you are interested in vision coverage, you may only purchase it under the COBRA option.
- Life insurance is continued, through conversion, after retirement. If you are interested in conversion, please contact Risk Management to request a conversion form.

If you have not received your letter within 30 days of your retirement or have questions, call Risk Management at 562-997-8233 for assistance.

Requests to substitute immediately after retirement:

Notify Human Resource Services in writing that you would like to work as a substitute after retirement. This can be written on the district Retirement Form. Please be reminded that both CalSTRS and CalPERS limit the amount you can earn post-retirement. Check the CalSTRS or CalPERS website for the current figures.

CalSTRS

Member Services

7919 Folsom Blvd.

Sacramento, CA 95826

Downey 562-922-6863

Sacramento 1-800-228-5453

www.calstrs.com

CalPERS

Orange Regional Office

500 N. State College Blvd., Suite 750

Orange, CA 92868

Regional Call Center 1-888-225-7377

www.calpers.ca.gov