

(√)	RETIREMENT CHECKLIST
Cal STRS Retirement	
<input type="checkbox"/>	<p><u>Meet with Cal STRS retirement consultant</u></p> <p>Call Cal STRS for an appointment at 800-228-5453 or at 916-414-1099.</p>
<input type="checkbox"/>	<p><u>District Office Cal STRS contact</u></p> <p>District Office Cal STRS contact is Diane Bradford 925-229-6861.</p>
Retirement from the District	
<input type="checkbox"/>	<p><u>Notify Employer of Retirement</u></p> <p>Send memo to College President copying supervisor with last day of service and first day of retirement.</p>
<input type="checkbox"/>	<p><u>Review and Complete List of Final Duties</u></p> <p>Meet with your supervisor and college human resource staff to review and complete list of final duties such as returning office keys, disabling passwords etc.</p>
<input type="checkbox"/>	<p><u>District Office banked load contact</u></p> <p>Contact Rose Orpilla 925-229-6858</p>
Retiree Health Benefits	
<input type="checkbox"/>	<p><u>Review Human Resource Procedure 1120.07</u> – found at www.4cd.edu select Governing Board, select Policies and Procedures, select Huma Resources.</p> <p><u>Please note:</u> The 70 point category requires 10 years of service with the Contra Costa Community College District.</p> <p><u>Please note:</u> Surviving spouses are addressed in section 9 and 10.</p> <p><u>Please see:</u> If hired after July 1, 2005, please review Article 21.10.2.3 of the United Faculty contract</p> <p><u>Point calculator:</u> Contact Reed Rawlinson rrowlinson@4cd.edu or 925-229-6853 to request point calculator to calculate total points toward retirement</p>

<input type="checkbox"/>	<p><u>Retirement letter concerning medical and dental coverage</u></p> <p>A retiree letter will be sent from the Human Resources Department at the District Office describing your medical and dental coverage as a retiree.</p>
<input type="checkbox"/>	<p><u>Vision Services and Employee Assistance Program</u></p> <p>A review of Human Resources Procedure 1120.07 - Retiree Benefit Provisions will show that neither the Vision Services Plan, nor the Employee Assistance Program are part of the retiree benefit plan.</p> <p>However, it was negotiated to allow retirees eligible for medical and dental coverage to continue the Vision Services Plan and the Employee Assistance Program by paying the full premium. Many retirees decide to continue these plans through COBRA for the first 18 months, then continue by enrolling in the District's voluntary retiree plan by paying the full premium. A completed enrollment for is needed.</p>
<input type="checkbox"/>	<p><u>Moving Outside Kaiser Medical Coverage Area</u></p> <p>If you move outside a Kaiser coverage area, you will need to switch to the Anthem Blue Cross plan which has a national network. Contact Reed Rawlinson at 925-229-6853 or rrowlinson@4cd.edu for more information.</p>

Social Security

<input type="checkbox"/>	<p><u>Active Employees and Retirees</u></p> <p>Active employees and retirees turning 65 years of age are strongly advised to meet with a Social Security (800-772-1213) representative (with spouse, if applicable) to discuss: 1) Eligibility for ALL social security payments, 2) Eligibility for Medicare A and B, and 3) Deferral of Medicare Part B enrollment, until retirement (if still working for the District).</p> <p><u>Please note:</u> Neither Kaiser Permanente or Anthem Blue Cross allow employees (or spouse if applicable) who have not retired from the District to be enroll in a Medicare plan (Kaiser Senior Advantage plan or Anthem Medicare). The employee must first retiree from the District to enroll in a Medicare plan.</p> <p><u>Please note:</u> Medicare Part B reimbursement is ONLY available to retired employees who are on a District sponsored Medicare plan. Employees who are still working for the District and have not retired are NOT eligible for Medicare Part B reimbursement.</p>
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Medicare Plan

<input type="checkbox"/>	<p><u>Medicare Plans</u></p> <p>Retirees of the District that are eligible for Medicare A and B are required to enroll in Medicare A and B through their Social Security Office, then enroll in a District sponsored Medicare plan. The District's plans are Anthem Medicare which is a national plan and Kaiser Senior Advantage.</p>
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Reimbursement for Medicare Part B

Retirees (and spouse, if applicable) of the District that are enrolled in a District sponsored Medicare plan are eligible for reimbursement of Medicare Part B premiums on quarterly basis. The reimbursement forms are available at the District website at www.4cd.edu, select Human Resources, Benefits and then retirees.

Life Insurance



Life Insurance

The District's term life insurance policy ends on the last day of paid service. However, employees have the option of converting to an individual plan at the time of retirement. If interested, go to www.4cd.edu, then select Human Resources, Benefits and Sun Life Assurance Company of Canada, then select the document title, "Group Life Conversion Notice of Conversion." This document will provide guidance on how to determine your cost to continue and the forms and documents that need to be submitted to Sun Life.

If you need assistance, please contact Reed Rawlinson at 925-229-6853 or rrowlinson@4cd.edu.