



STEPS FOR CLASSIFIED RETIREMENT OR RESIGNATION AFSCME – ATU – CSEA – EGTEAMS

*So that we may better serve you, please complete the following steps **prior** to turning in your letter of intent to retire or letter of resignation to Human Resources.*

Classified Retirement Steps

- Contact CalPERS at (888) 225-7377 or www.calpers.ca.gov or go to CalPERS at 400 Q Street, Sacramento and speak with a counselor.
- Speak with Payroll/Benefits to discuss EGBERT and your eligibility to receive continued benefits after your retirement.
- Write a letter of intent to retire or complete Voluntary Retirement Notice and provide the following information:
 - Last workday with EGUSD will be close of day _____.
(This will be your last contracted workday).
 - Your first day of service or disability retirement with CalPERS must be no later than 90 days following your last day of active employment with EGUSD. (Example: Your last day of work with EGUSD is May 25, 2018, so your first day of CalPERS service or disability retirement must be no later than August 23, 2018.)

Please note: A 180-calendar day waiting period is required for all employees who retire from a public employer before a retiree can return to work without reinstating from retirement, except under certain specified circumstances. The 180-calendar day waiting period starts from the date of retirement. Please refer to the CalPERS website for more information. If you would like to substitute after the 180-calendar day waiting period, please contact Human Resources at 686-7795 for next steps.

Classified Employees who are retiring from the District may contribute their unused sick leave to the Catastrophic Leave Bank. Please contact Human Resources at 686-7795 for next steps.

Classified Resignation Steps

- Write a letter of resignation, or complete the HR voluntary resignation form and provide the following information:
 - Last workday with EGUSD will be close of day _____.
 - ***Please check with the Payroll department to determine how your resignation could affect your pay and benefits.***
 - If you want to be placed on the substitute list, please add a brief statement in your letter requesting this. *Note: If you do not work a minimum of one day every six months, your status will be terminated. To reinstate your substitute status, you will be required to complete all new hire paperwork.*

Please contact Human Resources at 686-7795 or Benefits at 686-7778 should you have additional questions.



CLASSIFIED RETIREMENT AND RESIGNATION NOTICE
AFSCME – ATU – CSEA – EGTEAMS

NAME ADDRESS EIN

ADDRESS

HOME # MOBILE #

POSITION SITE

RETIREMENTS

Last day of work: (must be a work day)

Retirement Type: Service Disability

A 180-calendar day waiting period is required for all employees who retire from a public employer before a retiree can return to work without reinstating from retirement...

RESIGNATIONS

Last day of work:

Would you like to remain on the substitute list? Yes No

Reason for Resignation (new job, relocating, etc.):

NOTICE OF POTENTIAL OVERPAYMENT - Employees receiving end of month pay

EGUSD calculates and distributes your annual salary based on the school year, July through June. If you do not work the entire school year, depending on your work calendar you may be overpaid at the time of resignation/retirement...

EMPLOYEE SIGNATURE

DATE

I understand that my resignation/retirement is voluntary and following acceptance by the Board of Education cannot be revoked.