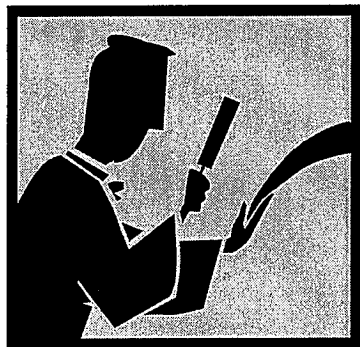


Marple Newtown School District

Guide To Retirement

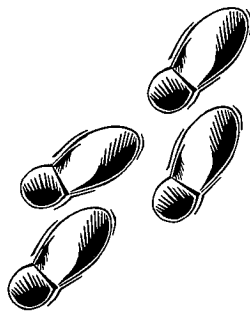
DISCLAIMER

This document contains general information and practical guidance for the convenience of persons separating from Marple Newtown School District employment. It was prepared by the Human Resource office staff based on their experience, and it attempts to address in straightforward, non-technical terms the most common questions and issues that arise at separation from employment. This document does not represent District policy or procedure, an express or implied agreement or contract, or a promise or guarantee of specific treatment by the District. Nor should anything in this document be treated as legal advice. The laws, policies, and agreements related to the topic of this document are complex and subject to change. The District will make every effort to correct errors that are brought to its attention, but it makes no express or implied guarantees about and assumes no responsibility for the contents of this document. In all cases, it is your responsibility to consult and comply with all applicable laws, regulations, School Board Policies, Administrative Procedures, and agreements. The District may modify, withdraw, or make exceptions to this document at any time and for any reason without prior notice.



This information is designed to provide basic information for employees leaving the Marple Newtown School District. Further assistance can be obtained by contacting staff in the Human Resources office.

Some tips to help make your transition easier



If You Are Retiring

You will want to check to be sure you are fully qualified for retirement benefits. The following guidelines should help, but if you have questions, contact the **Pennsylvania School Employees' Retirement System (PSERS)** at www.psers.state.pa.us or call 1-888-773-7748 or email to ra-ps-contact@state.pa.us.

What types of retirement are available?

The first thing you should know before you retire is the type of retiree you will be because your retirement type directly impacts your monthly benefit.

There are different types of retirement:

➤ Normal Retirement (also called superannuation or full retirement):

A normal retirement means that there are no early retirement reducing factors or penalties applied to your monthly benefit. Normal Retirement can be attained in three ways:

- 35 years of service, regardless of your age.
- Age 60 with 30 or more years of service.
- Termination at age 62 with at least one year of service.

➤ Early (Withdrawal) Retirement:

An early retirement is a reduced retirement benefit; the younger you are and the less service you have, the more your benefit is reduced. With an early or withdrawal retirement, your benefit will be reduced 4-7% per year for each year under your nearest point of normal retirement. There is no cap on the reduction. Or,

➤ Special Early Retirement- Age 55/25 Years of Service:

When you are at least age 55 and have at least 25 years of credited service with PSERS, you become eligible for a special early retirement. With this early retirement benefit, the maximum reduction is 15%. Your benefit is reduced 3% for each year you are under normal retirement. You must meet both conditions –the age (55) and the service (25 years) to qualify for this benefit.

➤ Disability Retirement

If you become unable to perform your current job duties because of a mental or physical condition, you may be eligible for a monthly retirement if you have at least five years of credited service with PSERS. You must apply within two school years of the last day you are paid and make contributions to PSERS. You must provide supporting medical

documentation that you are unable to perform your job. Physicians from PSERS who will make the decision regarding your disability will review this.

What is the PSERS retirement process?

There are suggested steps in the process:

9-12 Months Prior to Retirement:

- Attend a PSERS Foundation For Your Future Program. Schedules are available on the PSERS website.
- Request an estimate of your benefits from PSERS.
- Make a Purchase of Service (POS) request, if applicable.
- Consider your health insurance options for retirement.
- Check on other benefits that may be available from the district.
- Seek professional investment and/or tax advice if necessary.
- Contact the Social Security Administration regarding any benefits.

6-9 Months Prior to Retirement:

- Contact your regional PSERS office to schedule a PSERS Exit Counseling session.
- Contact Human Resources to verify district retirement guidelines.

1-6 Months Prior to Retirement:

- Gather, review and complete all information and forms in preparation for the PSERS Retirement Exit Counseling session.
- Attend your Retirement Exit Counseling session.
- Submit your completed Application for Retirement to PSERS.
- Notify Human Resources in writing of your retirement and date.

What kind of counseling is available from PSERS and how do I schedule an appointment?

PSERS provides the Foundations for Your Future program for active members. The Retirement Chalkboard lists the dates, times and locations. You can also call PSERS at 1-88-773-7748. After you attend the Foundations for Your Future, you should request an estimate and then arrange for Exit Counseling. It is at Exit Counseling that a PSERS representative will help you complete your Application for Retirement.

How do I get a retirement estimate?

Only PSERS can provide you with a retirement estimate. You should complete a Request for Retirement Estimate (PSRS-151) form and send it to our Harrisburg Office. You provide an anticipated date of retirement, final average salary and survivor information. If you are a Multiple Service Member, have previously retired or are making a purchase of service, indicate that information on the form.

When will I begin to receive my retirement benefit?

Only PSERS can answer this question. Contact PSERS to assist you.

When I Decide To Retire

What does the district need from me?

Be sure to discuss your retirement date with your supervisor or administrator. All employees shall submit a written retirement notice as soon as possible. Check your bargaining agreement, compensation plan or employment contract to see if there are any specific notification timelines required, especially for any additional retirement benefits that may be available. The district will need your retirement date to report to PSERS. Without the date, processing your retirement can be delayed.

What else does the district need from me?

Prior to your retirement date, you will be required to return to your supervisor or administrator the following:

- Any and all property of the district including, but not limited to, cell phones and accessories, computers, laptops and accessories, uniforms and garments, tools, vehicles and any other issued or purchased equipment.
- Photo ID's, keys, access cards/codes.
- Documents, records and files under your care or responsibility.

Insurance Benefits

When will my insurance benefits stop?

On the last day of the month of the date of retirement, all health benefits, life insurance, income protection insurance, and all other insurance provided, as an

active employee will cease. If there are any premium co-payments due, you will have the amount deducted from your final pay or you will be billed for payment.

What insurance benefits are available to me?

Following are some of the health insurance options available to retirees.

COBRA (Consolidated Omnibus Budget Reconciliation Act)

The U.S. Congress passed a law effective October 1, 1986, which allows employees and/or their covered dependents to continue coverage (except in a few cases) under the group medical, dental and vision plans that are in place at the time of retirement from the District. You can continue this coverage until you are Medicare eligible. When you become eligible for Medicare, you are not allowed to continue with COBRA, but your dependent family members may elect to continue coverage under this plan for up to 36 months.

When you terminate your employment with the Marple Newtown School District, contact Human Resources concerning the rules governing this option and the current Cobra rates that apply. You will receive a COBRA Notice from Brokerage Professionals, Inc. (BPI) by U.S. mail. There is a carefully outlined process that is followed for uninterrupted continuation of benefits.

If you elect COBRA, payment for COBRA coverage is made through Brokerage Professionals, Inc. (BPI) by personal check. Checks are made payable to Brokerage Professionals, Inc. Please note that any delinquency automatically cancels the continuation of COBRA.

What is the PSERS- Pennsylvania School Retiree Health (HOP) Care Option?

The Pennsylvania Public School Employees' Retirement System (PSERS) sponsors the Health Options Program (HOP) for the sole benefit of PSERS retirees, their spouses or surviving spouses, and their dependents. HOP is a voluntary program, and each retiree must decide whether or not to participate. HOP is funded exclusively by the premiums paid by its participants for the benefit coverage they elect. Private health care insurers and providers provide the medical coverage and services available through HOP. You can contact PSERS Health Insurance Division at 1-800-773-7725.

What about my life insurance?

Your life insurance coverage will terminate on the last day of the month that you retire. The amount of insurance that ceases (or a lesser amount if desired) may

be converted to an individual life insurance policy. Contact Human Resources concerning the rules governing this option.

Final Pay

When will I receive my final pay if I am a salaried employee?

For salaried employees who retire at the end of their work year, they shall receive payment for all paid workdays to the date of retirement. Salary payments will continue to be made by the district on the retirees current twenty-six (26) pay, twelve (12) month pay schedule or the twenty-two (22) pay, ten (10) month pay schedule.

The last pay date for employees who have a ten-month (10) work year (Aug-June) is typically the first pay in August. The last pay date for employees who have a twelve-month (12) work year (July-June) is typically the last pay date in June.

When will I receive my final pay if I am an hourly employee?

For hourly employees who retire, they shall receive payment for all paid work-hours to the date of retirement. Payments will continue to be made by the district on the current bi-weekly pay schedule until the retiree receives compensation for all paid work-hours.

When will I receive my final pay if I stop work before the end of my work year?

For employees who work less than their contractual work year, and who retire at any time during the work year other than their last contractual last work day of the year, they shall receive their earned compensation for all paid work-days to the date of retirement (for example: Working from first work-day until January 26). Payments will continue on their current bi-weekly pay schedule until the retiree receives compensation for all paid workdays worked in the year.

What about my hourly pay, supplemental pay and extra duty pay?

All time sheets, extra-pay time sheets and supplemental duty pay (if applicable) must be turned in to Payroll to ensure proper payment on your final check. Time sheets submitted after your separation of employment will be paid upon processing.

What about my tax-sheltered annuities?

Your payroll deductions will continue through your final check (if funds are available). Contact your tax-sheltered annuity agent directly to provide information on continuation of your program or fund withdrawals.

Unused Leave

What happens to my unused sick leave?

At the time of separation from the District, if you are an eligible employee as defined by your bargaining agreement, compensation plan or employment contract, you shall receive remuneration for unused sick leave at the rate specified in your bargaining agreement, compensation plan or employment contract. Calculations for payment will be made upon verification of actual leave balance on the date of retirement. Payments will be made within thirty (30) days of retirement. Be sure that all absence reports are turned in prior to separation.

What happens to my unused personal or conditional leave?

Unused personal or conditional leave will not be compensated, unless specified in your bargaining agreement, compensation plan or employment contract.

What happens to my unused vacation leave?

At the time of separation from the District, if you have earned or unused vacation leave you shall receive remuneration for any unused vacation leave in your current balance and for any prorated earned vacation leave to the date of your last paid day of service at the current rate. Calculations for payment will be made upon verification of actual leave balance on the date of retirement. Payments will be made within thirty (30) days of retirement. Be sure that all absence reports are turned in prior to separation.

Change Of Address

What if I move or have a change of address?

If you are moving, we ask that you provide us with your forwarding address so that we can send you important tax information and other Payroll/Personnel records. If a change occurs later, call Human Resources to ensure that your current address and phone number is on file.



Questions?

Please contact us directly at:

**Marple Newtown School District
Human Resources
36 Media Line Road, Suite 203
Newtown Square, PA 19073
610-359-4380 (phone)
610-356-8947 (fax)**

THANKS ALWAYS
FOR YOUR
VALUED SERVICE TO THE
MARPLE NEWTOWN SCHOOL
DISTRICT.



AND THE
VERY BEST TO YOU IN ALL YOUR
FUTURE ENDEAVORS.