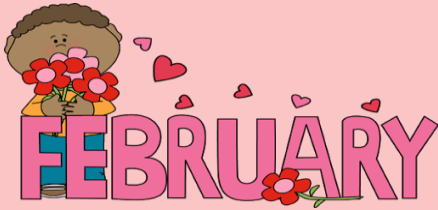


People Matter

Human Resources Highlights

Oak Grove School District



DATES TO REMEMBER

FEBRUARY 2021

02/02/21 Ground Hog Day
 2/12/21 PD Day (No Students TK-8)
 02/15/21-02/19/21 **NO SCHOOL**
 02/15/21 & 02/19/21 (Observed Holidays)
 02/17/21 Random Acts of Kindness Day

MARCH

03/14/21 Day Light Savings Time
 03/27/21 Teacher Recruitment Fair

APRIL 2021

04/02/21 PD Day (No Students TK-8)
 (04/05/21 Observed Holiday)
 04/05/21-04/09/21 **SPRING BREAK**

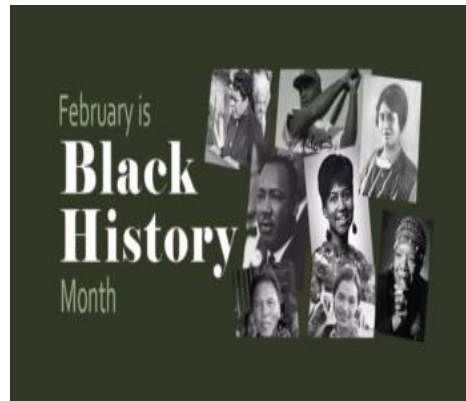
MAY 2021

05/31/21 **MEMORIAL DAY**

JUNE 2021

06/11/21 **LAST DAY OF SCHOOL**

CELEBRATE!



**“The time is always right to do what is right.”
 Dr. Martin Luther King Jr.**



The Annual Santa Clara County Teacher Recruitment Fair will be held on March 27. This event will be virtual.

For more information, please visit their website [by clicking here.](#)

Retired? Moved? Changed Name? Human Resources wants to hear from you!

Be sure to visit our website to update your personal information with the Human Resources Department if you changed your phone number, moved, or have a name change. Log onto www.ogsd.net, click Human Resources Department, select forms and complete a change of address. **For name change**, a copy of your social security card with new name must be submitted to the Human Resources along with the change of address form.



PLEASE NOTE THE NEW ADDRESS & PHONE NUMBER

Retirement Planning

Retiring is a big decision and life changing for everyone. Here are some time lines and steps to help you prepare toward a safe, secure, and fun retirement.

Check List & Time Lines

- Attend a **PERS/STRS** Retirement Planning Workshop
- Visit website www.calpers.ca.gov or www.calstrs.ca.gov
- Complete and submit the retirement application to PERS/STRS at least 90 days before retirement date
- Submit **PERS/STRS** sick leave form to be completed by Payroll
- Sick leave may be converted to service credit
- Classified Formula=days left divided by 250
- Certificated Formula=days left divided by 180
- Decide on retirement benefits around health insurance (if applicable)
- Reminder: if you drop your health benefits you cannot reinstate them at a later date
- Contact your financial representative if you have a 403b or 457 plan.
- Complete Separation of Employment form

If you are over 65 at the time of retirement, you must get a Proof of Benefits form from Social Security and have the Oak Grove School District Benefit Department sign the form 90 days prior your separation from the District. You must turn the form into Social Security when you apply for Medicare (90 days prior to separation) to prevent having a penalty apply to your Medicare payments. When you receive your Medicare A/B card from Social Security, please submit to Carrie Newton, Accounting Technician at cnewton@oakgrovesd.net. This should be completed prior to your retirement/separation date.

STRS Contact Information	www.calstrs.ca.gov	1.800.228.5453
PERS Contact Information	www.calpers.ca.gov	1.888.225.7377
Social Security	www.ssa.gov	1.800.772.1213