



Everything You Should Know About Retiring from Argyle ISD

For Argyle retirement, HR will need :

1. A letter of resignation submitted to the HR Department and a copy to your immediate supervisor. The letter of resignation must include the effective date of your retirement.
NOTE. Your resignation from the district should be your last duty day of the work calendar even if the effective date of your retirement is after your last duty day.
2. A TRS32 form; this form will be mailed via USPS to you by TRS within 30 days of your official application for retirement. This can be sent to HR on paper, or via email.



Retirement Application Acknowledgment
TRS32 (02-23)

1000 Red River Street
Austin, TX 78701-2698
(800) 222-8778
www.tns.texas.gov

12/01/2023

Name: **Example TRS 32 form** TRS Participant ID []

Retirement Type (service or disability)	Service
Retirement Date*	06/30/2024
Selected Retirement Payment Plan	Standard Annuity
Monthly Annuity Amount[**]	:
Designated Primary Beneficiary for Continuing Option	:
Selected Partial Lump-Sum Option (PLSO) Plan	:
Selected Number of PLSO Payments	One Payment
Selected PLSO Distribution Method (paid directly to you or rolled over)	Rollover
Highest Annual Salaries	
2023	
2022	
2021	
2020	
2019	
Years of Service Credit	31

*You may not be eligible for this retirement date if your TRS-covered employer(s) certifies that your last date of employment is a date after this retirement date.

- 3*. If you meet the deadline, you can also request that up to 90 days of unused leave be paid out on your final AISD paycheck:

Argyle ISD Board Policy DEC (LOCAL), which outlines the criteria used for Reimbursement for Leave Upon Retirement. In summary DEC (LOCAL) requires the following:

1. The employee's retirement is voluntary, ie., the employee is not being discharged, nonrenewed, or is not entering into a resignation agreement in lieu of such potential action(s).
2. Contract employees must provide written notice at least 90 days before the last day of employment.
- 2B. Non-contract employees must provide written notice at least two weeks before the last day of employment.
3. The employee has at least 5 years of continuous service with the District.
4. The employee shall be reimbursed for each day of leave, to a maximum of 90 days, at a currently adopted rate of pay. (\$90 per day)

****Also, the employee MUST submit their TRS32 form to the HR department before the days can be paid. Reimbursement for accrued leave is processed on retirees' final paycheck from Argyle ISD.**

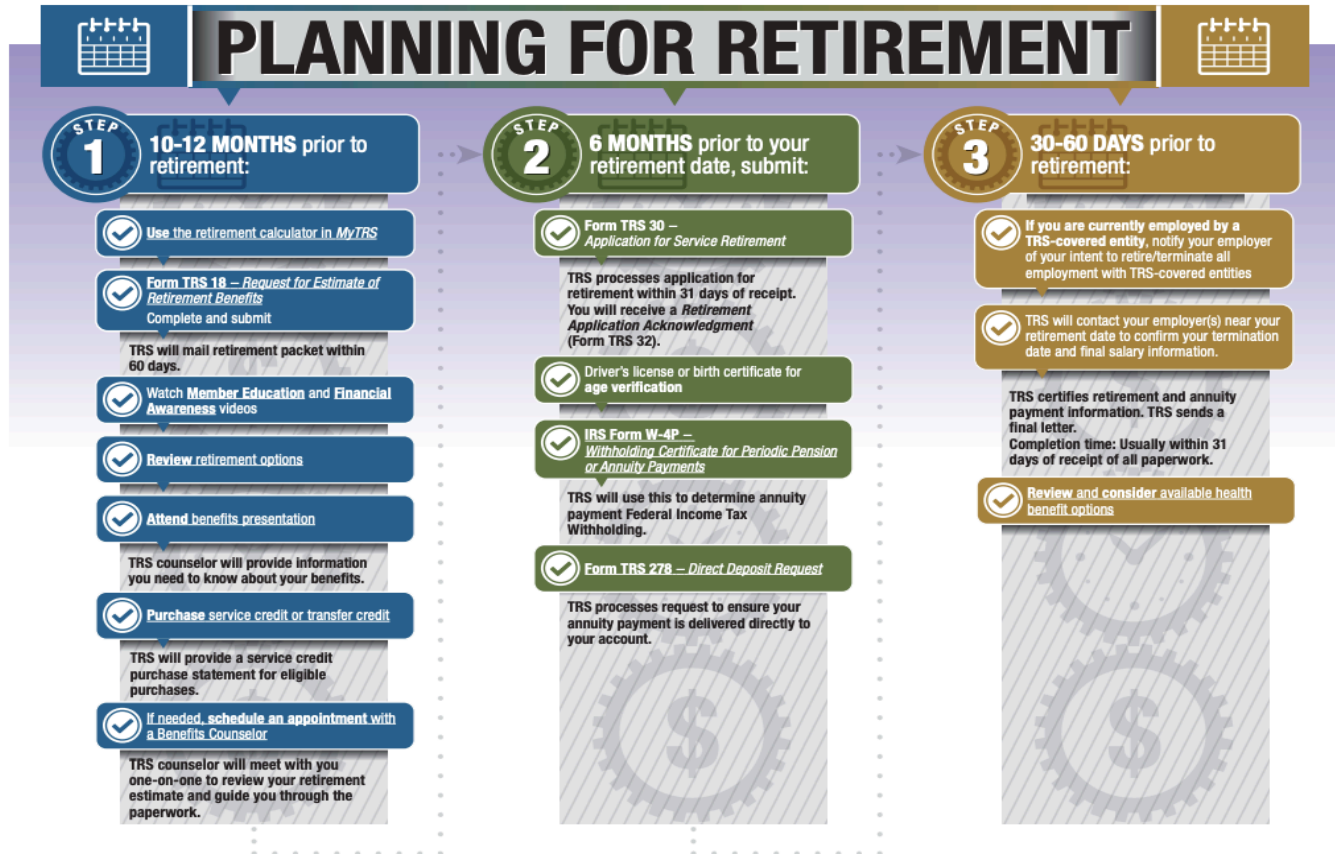
4. Complete the exit process at your campus or department to include the following:
 - Submit district keys, badges, equipment, etc., as appropriate
 - Submit all files, such as student records, accounting records, activity funds, etc.
 - Complete the Digital HR Exit Interview Questionnaire
 - Submit a forwarding address, as appropriate for future communications

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Teacher Retirement System (TRS) Eligibility

- Obtain a [MyTRS log-on access](#), if you have not previously created an account, you will need to do so now.
 - HR has some account set-up step-by-step instructions available upon request.
- Review the [Planning for Retirement](#) page on the TRS website for all relevant information. Including the below attachment and much more !!



- Review your options for Medical Insurance. If you need to consider TRS insurance, review the [TRS Care Summary of Benefits](#) on the TRS website. Determine which plan(s) you may qualify for, the benefits provided and the current cost per month.

Social Security Eligibility

- Depending on your personal circumstances, you may be eligible for Social Security benefits in addition to your TRS benefits.
- TRS and Argyle ISD are not able to provide information regarding possible reductions to your Social Security benefits, retirees should contact the Social Security Administration (SSA) at 1-800- 772-1213 for information on possible offsets or reductions to these benefits. You may also visit the [Social Security Administration](#) website for information on topics such as the Government Pension Offset (GPO) and the Windfall Elimination Provision (WEP).



Terminating Your Payroll and Benefits with Argyle ISD

After **determining the date of your retirement**. The following are considerations as you prepare to terminate your employment with Argyle ISD.

Final paycheck disbursement at retirement depends on the retirement date.

- If an employee retires **at the end** of their work calendar:
 - All employee's final check is paid in June if retiring with TRS in May or June.
- If an employee retires **during** his/her work calendar:
 - The final paycheck for all employees retiring during their work calendar will be paid the month following their retirement date in accordance with the payroll cycle periods, as appropriate.

Payroll deductions for insurance, annuities, organizations, and other voluntary deductions for retirements **at the end** of the contract and/or work calendar as noted below.

- The district-paid group health plan (TRS ActiveCare) may terminate at the end of the employee's contract, or work calendar if the employee worked the entire work calendar. For example, if a teacher completes his/her work calendar and retires in June, his/her group health insurance may extend through the end of August. An employee may choose to terminate the insurance sooner if other insurance will be purchased either through TRS CARE or other carriers.
- The district-paid dental and group term life insurance plans will terminate at the end of the month of separation.
- Employee-paid voluntary insurance plans will terminate at the end of the month of separation.
- Disability plans are valid only while the employee is actively at work; hence, disability plans will terminate on the last day an employee is actively working.

Payroll deductions for insurance, annuities, organizations, and other voluntary deductions for retirements **during** the contract and/or work calendar as noted below.

- The district-paid medical, dental, and group term life insurance plans will terminate at the end of the last working month. For example, if a teacher retires in December, his/her insurances will remain through December 31st.
- Employee-paid voluntary insurance plans will terminate at the end of the month of separation.

Watch for correspondence as noted below regarding your potential COBRA eligibility. Group health, dental, and vision insurance plans are covered under the federal COBRA provisions.

- TRS is responsible for sending COBRA information to you if you were enrolled in any one of the ActiveCare plans
- FBS/Higginbotham is responsible for sending COBRA information to you if you were enrolled in either a dental or vision plan.

After You Retire through TRS

- Review [Your Responsibilities as a Retiree](#) on the TRS website. Important reminders include: Keeping your mailing address current, making name changes on a timely basis, and keeping your beneficiary information up-to-date.
- Review the [Employment After Retirement](#) brochure to ensure that you are familiar with the potential loss of annuity and/or surcharges if you return to work.

Contact TRS Member Services

1-800-223-8778

Monday–Friday, 7 a.m.–6 p.m. Automated information available day or night, seven days a week