



Franklin Pierce School District Guide to Retirement

Congratulations on Your Upcoming Retirement!



Retirement v. Resignation

- A resignation is not a retirement and is treated differently than a retirement, please make sure your retirement corresponds to the fact that you will be drawing a pension benefit immediately
- If you are unsure of retirement v. resignation visit the DRS web site or contact the Payroll Office at 253-298-3032 or payroll@fpschools.org



Deciding On Your Retirement Date

- Your retirement date can impact your pension, COLA for next year, and benefits
- DRS has excellent information regarding different retirement scenarios, see examples at right
- Once you make your decision, be sure to put this date on your resignation/retirement form

Plan 2/3 teachers and school employees ask: What's the best retirement month for me?

July Retirement Scenario (resign your position effective June 30 to retire starting in July 2024)

- You'll receive your pension benefit plus your salary for July and August.
- Your COLA will start in July of the following year (July 1, 2025).
- You won't receive service credit for July and August.
- Your Health care coverage via SEBB will be discontinued after June 30.

September Retirement Scenario (resign your position effective Aug. 31 to retire starting in September 2024)

- You'll receive your pension benefit starting in September.
- Your COLA won't go into effect until July 2025.
- You'll earn service credit for July and August.
- You'll continue to receive SEBB health care coverage in July and August.

In both scenarios, eligible individuals can purchase retire health insurance through the Public Employee Benefit Board.

<https://www.drs.wa.gov/school-employees-time-newsfeed/>



Initiating a Retirement/ Resignation

- Once you know your retirement date, please submit the Notice of Separation to Human Resources
 - This form is an InformedK12 form and can be found on our web site here:
<https://www.fpschools.org/departments/human-resources/forms-and-resources>
 - Departments > Human Resources > Forms and Resources > Miscellaneous Forms



FRANKLIN PIERCE SCHOOLS
Human Resources Department
315 129th Street South / Tacoma, WA / 98444-5099
(253) 298-3085 / FAX (253) 298-3016
www.fpschools.org

Notice of Separation

All employees resigning or retiring from Franklin Pierce School District must complete this form and submit it to Human Resources. For questions or assistance filling out this form, please contact Human Resources at (253) 298-3085.

Print Legal Name (First, MI, Last) _____

Position Title _____ **Building** _____

I am _____ from my position with Franklin Pierce Schools.
(Choose "retiring" if you will begin to draw a pension the month following your last day of employment. If you will not, you are resigning.)

My last workday in my position will be _____.

If you are retiring, we also need your last day of employment. Last day: _____.

I am submitting my notice of: **(Please check all boxes that apply to you.)**

☐ **Retirement:**

☐ I have contacted DRS at 1-800-547-6657 to confirm retirement eligibility and retirement date.
☐ I have contacted Health Care Authority at 1-800-200-1004 to defer or enroll in one of the State of Washington Public Employees Benefits Board (PEBB) Plans.

☐ **Resignation – Please select reason(s) below:**

☐ New job in another WA school district
☐ New job not in another school district
☐ Health
☐ Family relocation
☐ Returning to school

☐ Care for family
☐ Lack of support/resources in district
☐ Length of commute
☐ Other

Please verify mailing address for district communications (i.e., W2s, salary warrants, etc.)

Mailing address City State Zip



Department of Retirement Systems Online



- The Retirement Planning Checklist is a great place to start your retirement planning process:
<https://www.drs.wa.gov/retirement-planning/checklist/>
- If you have not already, activate your online account. Your online account can help with:
 - Quick estimate of your benefit
 - Request an official estimate
 - Review your service credit years
 - And when ready, retire online



DRS Educational Seminars

DRS has several options to learn more about retirement:

Retirement Planning Seminars

- In person group seminars are held throughout the state on Saturdays from 9 am to 1:30 pm
- Topics include:
 - Preparing for retirement
 - Social Security
 - Health Insurance
 - VEBA
 - How to Apply for Retirement

Register at <https://www.drs.wa.gov/retirement-planning/seminar/> or call 888-711-6676

Seminar Videos

- Seminar videos are available online at <https://www.drs.wa.gov/retirement-planning/seminar/>
- Watch at your own convenience
- Topics include:
 - Getting Ready for Retirement
 - Health Care
 - Social Security
 - VEBA Overview



DRS Educational Webinars

DRS has several options to learn more about retirement:

DRS Online Webinars

- No need to register
- 30-minute presentation followed by 15-minute question and answer sessions
- Visit <https://www.drs.wa.gov/education/webinar/> to view upcoming webinars
- Topics listed on right are examples of upcoming webinars

Deferred Compensation Program (DCP)	Plan 3: PERS, TRS, SERS	Applying for Retirement
DCP Distributions	Plan 3 Distributions	Benefit Payment Options at Retirement
Plan Choice	Purchasing an Additional Benefit	Returning to Work After Retirement
Online Resources	Investment Basics	Medicare
Plan 2: PERS, TRS, SERS	Early Retirement (PERS, SERS, TRS)	Social Security Basics
Plan 2: LEOFF, WSPRS, PSERS	Getting Ready for Retirement	Identity Theft/Protection
Disability and Death Benefits		



DRS Educational Materials & FAQs

DRS has several options to learn more about retirement:

Plan 3 Member?

- Visit <https://www.drs.wa.gov/sitemap/withdrawal/> to learn about withdrawal eligibility and options

Questions About Retirement?

DRS has frequently asked questions for all retirement plans:

<https://www.drs.wa.gov/retirement-planning/faq/>



Should I Work After I Retire?

- DRS limits how many hours you can work for a covered employer
 - A covered employer is an employer with a DRS retirement plan in effect
- Rules vary depending on the DRS plan
- If you exceed the limits of your plan, your pension check will be stopped
- Keep informed of any changes in the law that may impact your future options of working after retirement
- It is important to work with DRS to ensure retirement benefits not impacted
- If you wish to substitute after retiring, please indicate this on Notice of Separation Form



PEBB Health Insurance for Retirees



- PEBB, Public Employees Benefit Board, is administered by Washington State Health Care Authority
- PEBB retiree insurance may be available for retirees who had benefits while employed
- Retirees may have several options for medical at retirement, but you must know current and future eligibility requirements of each option
- Additional Information: <https://www.hca.wa.gov/about-hca/public-employees-benefits-board-pebb-program>



Eligibility for PEBB Health Insurance



- In general you must be a vested member and meet eligibility to retire from your retirement plan when your employer-paid coverage, COBRA coverage or continuation coverage ends
- Plan 1 and 2 members must immediately receive a monthly retirement plan payment or lump sum payment as allowed by the plan
- Plan 3 members are not required to receive a retirement plan payment or lump sum payment but must meet retirement eligibility requirements including being 55 years old with at least 10 years of service credit in their respective retirement plan



Enrolling in PEBB

- Visit <https://www.hca.wa.gov/assets/pebb/51-0205-retiree-enrollment-guide-2024.pdf> to view PEBB Retiree Enrollment Guide
- Preparing for Retirement: <https://www.hca.wa.gov/employee-retiree-benefits/retirees/preparing-retirement>



Vacation Cash Out at Retirement

- Generally, a 260 day employee who accrues vacation may cash out up to a maximum of 30 days, at their FTE, at retirement
- You must review your work agreement or employment contract for specific details
- If you are in a union, you should review your collective bargaining agreement for the terms of vacation buy back, if any
- Employees are limited to the amount of vacation cash out during the last two years of employment prior to retirement
- Keep in mind, some employees do not receive vacation, or a vacation retirement cash out at all
- Vacation will be paid out automatically upon retirement
- TRS/PERS Plan 1 only- Vacation paid at retirement is reported to DRS



Sick Leave Cash Out at Retirement

- Eligibility as specified in law
 - TRS/PERS Plan 1 - can cash out at retirement or upon death but not resignation- RCW 28A.400.210(2)(a)
 - TRS/SERS Plan 2 – 55 years old and 15 years of service credit in the plan (not district service)- RCW 28A.400.210(2)(c)
 - TRS/SERS Plan 3 – 55 years old and 10 years of service credit in the plan (not district service)- RCW 28A.400.210(2)(b)
- Limited to 180 days maximum for a cash value at 4 days for 1 day of pay
- Send payroll a copy of your DRS letter which shows your retirement date in order to cash out sick leave



VEBA- Voluntary Employees' Beneficiary Association



- VEBA Trust is a funded health reimbursement arrangement (HRA) plan
- Employee groups vote annually on whether to have retirement sick leave cash out funds go into a VEBA account
- If VEBA is chosen for cash outs, the funds are deposited into a tax-free VEBA account that is in your name
 - If your bargaining group or work group selected VEBA and you don't have a VEBA account, Payroll will send you a VEBA application kit
- As a retiree, you submit claims to VEBA to be reimbursed for your medical, dental, and vision premiums as well as other qualified health care expenses



Contact Information

Department of Retirement Systems

1-800-547-6657

www.drs.wa.gov

Social Security Administration (SSA)

1-800-772-1213

www.socialsecurity.gov

Deferred Compensation Program (DCP)

1-888-327-5596

www.drs.wa.gov/dcp

VEBA

1-888-828-4953

www.veba.org

PEBB

1-800-200-1004

www.pebb.hca.wa.gov

FPSD Payroll

253-298-3032

payroll@fpschools.org

Disclaimer

- This guide is intended to provide general information relating to your upcoming retirement from the Franklin Pierce School District. Benefits are governed by specific provisions in collective bargaining agreements, School Board Policies and Procedures, and/or state or federal laws or regulations or other controlling sources. If you have questions or doubts about laws, rules, regulations, procedures or ramifications of the decisions you are making, you should first consult your attorney, accountant, tax advisor or any other person on entity you deem necessary. Any decision made by you in relation to this subject matter is your sole responsibility. The Franklin Pierce School District and its representatives, will not be liable for any decisions you make based on information provided.