This is a general checklist and is intended to help you with the process of retirement. If you are retiring, or thinking of retiring, this list will help you along the way. Some of these benefits may or may not apply to you – please refer to your Collective Bargaining Agreement, or contact the Benefits office at 763-528-4584, for further information. Benefits are subject to change at any time.

Retirement Checklist for CHPS Employees

Notification of Intent to Retire

- You must notify your manager and HR prior to retiring. Refer to your collective bargaining agreement for the required timeline of notification.

- Contact Heather Lynch in Benefits (LynchH@colheights.k12.mn.us), and she will send you a retirement packet with information regarding what will happen to your benefits once you retire.

Retirement Plans / Investments

Pension plan: TRA or PERA (refer to your Master Agreement)

- You must notify TRA or PERA with your intent to retire *at least* 60 days prior to your retirement date (earlier is best).
  - You, not the district, are responsible for notifying TRA or PERA of your retirement.
  - Best practice is to notify TRA or PERA, get any necessary paperwork that requires a district signature, and bring that to your one-on-one meeting with the Benefits Specialist.
  - **It is highly recommended** to take advantage of any retirement counseling services offered through PERA or TRA.

403(b), ROTH 403(b), 457 (for eligible staff – refer to your Master Agreement)

- Contact your financial advisor to discuss options for your investment plan(s). **Do not take the advice of anyone who is not licensed.** The district Benefits Specialist is not a licensed advisor and cannot legally advise you on your options.

- If you plan to make any sort of transaction (withdrawal, transfer, etc), EBC processes all transactions. Any paperwork that is required for these transactions is available on the district website or by contacting EBC directly. EBC will then process the paperwork and sign off on it. The district is not an authorized signor on any transaction – EBC must be contacted directly.

Early Retirement Severance

- Some staff are eligible for a post-retirement HRA and/or Special Pay Plan through MidAmerica. Please contact the Benefits Office to verify eligibility.

Health Care and Life Insurance

Medical, Dental, Vision, and Life Insurance

- Retirees may continue their benefits after retirement. The Benefits Specialist will go over the details with you during your one-on-one.

- There are several different retiree groups, and health insurance premiums vary from group to group – which group you are in depends on the bargaining unit you fall under. During your one-on-one, the Benefits Specialist will let you know which retiree group you are in, and will supply you with information regarding your monthly premiums.

- You will be sent enrollment paperwork from MedSurety once they are notified of your retirement. You **must** complete the paperwork in order to continue coverage. If it is not completed and sent back to MedSurety with payment within 60 days, you waive your right to elect. More information will be provided in your one-on-one meeting, as well as in the paperwork you receive.

- Once you have enrolled, you will receive monthly payment coupons.

- Retirees will have the opportunity to go through Open Enrollment each year to make a plan change, just like active employees. However, you may not enroll in coverage that you did not have as an active employee (i.e., if you did not have dental coverage at the time of your retirement, you cannot add it later). You can expect an open enrollment packet in the mail each year in May.

- If you have a balance in your VEBA account when you retire, you can continue using that for eligible expenses. Once you retire, you will no longer receive district contributions, so your balance at retirement is what you will have until you spend down the account. You may continue using your Further debit card to pay for eligible expenses, or send in claims for reimbursement.

Important Contact Information

Description	Contact Name	Contact Information
Benefit questions & to schedule a one-on-one	Heather Lynch, Benefits Specialist	763-528-4584 LynchH@colheights.k12.mn.us
Medical / Prescription plan customer service	BlueCross BlueShield of MN	1-800-382-2000 www.bluecrossmnonline.com
Dental plan customer service	Delta Dental of MN	1-800-448-3518 www.deltadentalmn.org
Vision plan customer service	VSP	1-800-877-7195 www.vsp.com
Pension plan – Licensed personnel (refer to your contract for eligibility)	TRA	1-800-657-3669 or 651-296-2409 www.minnesotatra.org
Pension plan – Non-Licensed (refer to your contract for eligibility)	PERA	1-800-652-9026 or 651-296-7460 www.mnpera.org
403(b), ROTH 403(b), 457 Administrator	Aviben (formerly EBC)	763-689-0111 www.aviben.com
VEBA Plan Administrator	MedSurety	952-303-5700 www.medsurety.com
COBRA / Retiree Billing administrator	MedSurety	952-303-5700 www.medsurety.com
Post-Retirement HRA and Special Pay Plan Administrator (eligible staff only)	MidAmerica	1-855-329-0097 www.myMidAmerica.com
Life Insurance Customer Service	Madison National Life	1-800-627-3660 ext 1291 www.madisonlife.com