Retirement Guide

Updated 11/18/2025

How to Notify HR of your Retirement

Retirement requests are submitted through Employee Self Service. You will need to select Forms > Employee Forms > Resignation Form. ***Please select "Retirement" under "Resignation Reason".** Step by step instructions are available **here**.

How to Review Retirement Eligibility Guidelines

Retirement eligibility varies by bargaining unit. Each unit has different guidelines and variables that contribute to eligibility requirements. You can check your **union contract** or reach out to **benefits@spps.org** with any specific questions.

Your age (pre 65 or 65+), your years of service, start date, bargaining unit, and pension eligibility are all examples of things that may affect your retirement eligibility.

How to Enroll in COBRA or Retiree Benefits Through BRI(Benefit Resource).

In order to receive Retiree Benefits or COBRA continuing coverage, you will need to make your elections and enroll with Benefits Resource. For individuals who continue their District benefits after retirement, you can enroll and pay your insurance premiums one of the following ways:

1. Register through the Online portal: **https://www.benefitresource.com/login/** using the registration code in your welcome letter. **Here** is an example of what your welcome letter will look like from BRI.
2. BRI can automatically deduct the monthly premium using a Direct Debit (ACH) transfer from your bank account. The money to pay for your insurance premiums would be deducted the 1st of each month. Use **this form** below and return it to BRI.
3. Retirees can also pay by check, money order, or credit card payment. Checks need to be received by the 10th of each month to ensure non cancellation. Make Checks payable to Benefit Resource and mail it to Benefit Resource at PO Box 3850 Omaha, NE 68103-3850

Please be aware it is the responsibility of the retiree to update credit/ debit cards with expiration dates or ACH information in the event of account changes.

**Please note, there will be an open enrollment period available each year that allows you to change your elections, if desired. Open enrollment information will come directly from Benefits resource.*

Current employee considering retirement?

- benefits@spps.org

Current retiree with enrollment or payment questions?

- Benefit Resource: 866-996-5200
- Email: julie.dickens@inspirafinancial.com

Saint Paul Public Schools