Washoe County School District
Every Child, By Name And Face, To Graduation

Washoe County School District
Separation Checklist

Resignation/Retirement Notification

- ☐ Submit your separation notice to through ***Employee Online*** -- > *Menu --> Personal Information--> Separation Notice.*
- ☐ *Submit this at least 3 weeks prior to your separation date to avoid over/underpayments.*

Interested in being a Licensed Guest Teacher (Substitute)?

- ☐ Eligiblity- Retirees may apply no sooner than 90 days after separation.
- ☐ Application- Update your application with your personal (non-district) email address.
- ☐ Reference- Request a confidential reference from your current principal.
- ☐ Contact Substitute Services at 775-348-0231 or 775-348-0233 or HRSS@washoeschools.net for additional information.

PERS Retirement Notification (if applicable)

- ☐ Contact NVPERS at 775-687-4200

How will my PERS benefit be affected when I draw Social Security?
Your PERS benefit is not affected by Social Security. However, your Social Security benefit may be affected because you receive a PERS pension. The Government Pension Offset (GPO) and the Windfall Elimination Provision (WEP) are the two Federal Government regulations that may reduce your Social Security benefit. Contact the Social Security Administration at 800-772-1213 or visit www.ssa.gov to find out more information.

Sick Leave/Vacation Payout (If applicable)

- ☐ Your accrued vacation (if applicable) will be paid in a "live" check after your final paycheck.
  *You do have the option to have a percentage of your vacation monies deposited into a pre-established 403b or 457b deferred compensation account. To elect this option, please visit the **WCSD Separation webpage** for more information. Election must be completed 3 business days prior to payout date.*
- ☐ A sick leave percentage payout (if applicable) will be paid in a "live" check in July.
  Sick Leave Percentage Payout eligibility: Must have 10 continuous years of service with the district.

Payroll (If applicable)

- ☐ If you have "automatic" payroll deductions set up, then you will need to make arrangements to have those switched to other accounts.

Insurance Benefits (If applicable)

- ☐ **Resignation**: Contact the Benefits Department at 775-348-0321 for any insurance benefit questions.
- ☐ **Retirement**: Contact the Benefits Department 775-348-0321 to discuss retiree benefit enrollment at least 2 weeks prior to receiving your final paycheck.

If you wish to continue your health insurance into retirement you will be responsible for paying your monthly premiums, which will be deducted from your monthly PERS check. If you desire, your life and vision coverage as well, they can be continued separate from your health and dental, but there is no option to continue health coverage without dental or dental without health coverage. ***You have 60 days from the date of your retirement to elect benefits.***

Contacts

- ☐ For other questions regarding the separation process, please review the HR Support Staff list to contact your HR Generalist.
- ☐ For questions on insurance, please email benefits@washoeschools.net

THANK YOU FOR YOUR SERVICE TO THE WASHOE COUNTY SCHOOL DISTRICT!

Updated May 2026