

New Haven Unified School District

Personnel Department PRE-RETIREMENT PROCESS



Name

Effective Date of Retirement

_____ Submit a written notification to District of intent to retire.

_____ Schedule appointment with Personnel Department (471-1100) to review pre-retirement process. Contact Liz Serochi (certificated/management) at ext. 2106 or Cathy Abe (classified) at ext. 2110.

_____ Contact STRS/PERS to request retirement information and member handbook:

STRS	1-800-228-5453
PERS	1-800-352-2238

_____ Access STRS/PERS Web Site: <http://www.calstrs.gov>
<http://www.calpers.ca.gov>

_____ Schedule a consultation with a STRS/PERS Representative:
(Advisable to schedule early, appointments are difficult to get in the Spring)

Date: _____ Time: _____

Representative's Name: _____

Phone: _____

_____ Certificated & Certificated Management submit STRS Request for sick leave balance to payroll.

_____ If interested in early Certificated/Part-time Retirement, schedule appointment to meet with Assistant Superintendent, Personnel.

_____ Determine eligibility to qualify for the New Haven Retired Employees Benefit Plan and Trust Fund (see attached).

_____ Apply to Health Benefit Plan and Trust, if eligible.

_____ If needed, apply for Delta Dental coverage for 18 months through COBRA. Obtain application from the Personnel Department.

_____ W-4, verify correct address on file.