

EMPLOYEE BENEFITS

County of Riverside Human Resources

Great Benefits For A Great Place To Work



Early Retirement Incentive

On February 9, 2010, the Board of Supervisors authorized the implementation of an Early Retirement Incentive Program for eligible employees covered under the County of Riverside Miscellaneous contract with CalPERS. Eligible employees who elect to participate in the Early Retirement Incentive Program will receive two additional years of service credit, if their CalPERS retirement date is no earlier than February 12, 2010 and no later than August 9, 2010.

Eligibility

Current employees covered by the CalPERS Miscellaneous contract (**excluding: Elected Officials, County Executive Officer, Parks, Flood, Waste, and other Special Districts (except for Regional Conservation Authority)**) will be eligible to receive the additional service credit if all of the following conditions are met:

1. Have attained 50 years of age;
2. Have five or more years of service credit with CalPERS;
3. Are employed in an eligible classification (posted online at www.workforceexchange.net); and
4. Select a retirement date within the **February 12, 2010 through August 9, 2010 window period**.

Retirement Process

If an employee is interested in the early retirement incentive, they should obtain a formal retirement estimate from CalPERS with a special request to include two additional years of service credit. Employees are also urged to attend a special Early Retirement Incentive Workshop. The workshops are scheduled throughout the County and are listed on pages 5-7 of this communication for your convenience.

To ensure employees electing this option receive the additional two years, **employees must file a formal CalPERS retirement application, separate from employment by August 8, 2010, and retire no later than August 9, 2010**. Employees are strongly advised to submit their retirement applications to CalPERS no later than August 9, 2010 to avoid delay in receipt of the additional two years of service credit. CalPERS will make adjustments to include the additional two years of service credit. The adjustment will be retroactive and should be received within six months after the Early Retirement window period closes.

Effect of the Incentive on Retirement Allowance

The additional two years of service credit is the only factor improved in the calculation of retirement benefits under this incentive. The pension formula is made up of three factors:

1. Service Credit
2. % Benefit Factor (e.g., 3% @ age 60)
3. Highest 12 consecutive months of compensation (note: If your CalPERS service was coordinated with Social Security, you did not contribute on the first \$133.33 of your monthly earnings, therefore you must reduce your final compensation by \$133)

Reciprocity

If you have prior service with another public agency you may be eligible for reciprocity. Reciprocity is an agreement among public retirement systems to allow members to move from one public employer to another within a specific time limit without losing valuable retirement and related benefit rights. Service under both systems may be used to meet each system's vesting and retirement eligibility requirements. In addition CalPERS will compute your final compensation based on the highest rate of pay under any system, as long as you retire on the same date from all systems.

If you have prior service with another public agency, contact CalPERS at (888) 225-7377 to discuss whether you are eligible for reciprocity. If you qualify for reciprocity you should also contact the reciprocal agency as the timing of your retirement may affect your cost-of-living adjustments.

Application Process

Retirement applications are available on-line at the CalPERS website: www.calpers.ca.gov. Employees may also obtain a retirement booklet from the early retirement workshops or the Human Resources Retirement Division. **Note: Retirement applications require Department Head or Designee's signature on Section 7 of the retirement application.**

To ensure the additional two years of service credit is applied to the retiree calculation, employees **must notify their department head of their intent and provide to the Human Resources Retirement Division a signed copy of Section 7 of the retirement application.**

Loss of Additional Service Credit

After an employee retires, they may decide to return to permanent employment with a CalPERS employer. If a retiree reinstates to a CalPERS agency after retirement, the monthly retirement allowance is stopped, the two additional years of service credit is permanently lost and the additional service is not creditable upon the retiree's subsequent retirement.

A retiree cannot receive credit under this program if the retiree receives unemployment insurance payments during the designated window period (February 11, 2010 – August 9, 2010).

Continuation of Health Benefits

When you retire and enroll in a County-sponsored retiree medical plan, the County will contribute toward your medical plan premiums. The contribution amount is based on the bargaining unit you are in at the time of retirement.

The County's contributions for 2010 are as follows:

- LIUNA and SEIU employees: **\$25.00 per month**
- Management, Confidential, and Unrepresented employees: **\$256.00 per month**

Premiums for retirees are calculated annually using the claims experience of the retiree population which is typically much higher than the active employee population. As a result your premium cost may be much higher than you are used to paying as an active employee. When you retire you will also be offered the opportunity to temporarily continue group health coverage through the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Premium cost through COBRA is 102% of the rate charged to active employees. You are entitled to continue this coverage for 18 months.

You should review costs and options carefully to determine which option is best for your particular circumstances. If you choose to elect to continue your coverage under COBRA you may elect coverage under the Retiree health plans when your COBRA coverage expires.

A COBRA notification will be mailed to you after your retirement has been processed. This package will contain the enrollment forms, premiums and additional instructions need to complete your enrollment. To enroll in a County-sponsored retiree medical plan you will need to complete a 2010 Retiree Benefit Election Form and submit the form to the Human Resources Retirement Division along with Section 7 of your retirement application. Benefit Election Forms are available online at: <http://benefits.rc-hr.com>. You may also request a form from the Benefits Division at (951) 955-4981.

Post Employment Program

Upon retirement, eligible leave accruals will be paid through the Post Employment Program (PEP). PEP provides significant tax advantages by directing eligible leave balance payouts into either a 401(a) Special Pay and/or a VEBA Health Savings Account. The options available are dependent upon the employee's bargaining unit. Employees must submit their PEP Election forms to the Human Resources Retirement Division prior to their last day of employment. If a PEP Election form is not received prior to the last day of work, eligible leave balances will be defaulted to PEP in accordance with the rules outlined in the employee's Memorandum of Understanding.

To assist employees in making an election, informational meetings have been scheduled to provide an overview of PEP and explore the plan options in detail. Meeting dates and times are provided on pages 5-7 of this communication. PEP Election forms can be found online at <http://benefits.rc-hr.com>, by attending a PEP workshop, or by contacting the Human Resources Retirement Division 951-955-4981, option 2.

One-Time Pre-Retirement Cashout

Employees must provide a minimum of 6 months notice prior to their retirement to cash out their eligible unused leave accruals. **Note: As of February 16, 2010 Human Resources will allow a one-time exception for employees who take advantage of the Early Retirement Incentive to submit their leave cash-out forms through March 9, 2010, as long as their retirement date is on August 9, 2010.** Employees are permitted a one-time election to cash out a portion of their accrued leave balances up to the limits provided in their Memorandum of Understanding. Employees who elect a pre-retirement cashout and do not subsequently retire are required to repay any cashed out sick leave. All eligible leave balances remaining or accrued after the One-Time Pre-Retirement Cashout will be paid to the PEP program.

Use of Leave Accruals in Lieu of Mandatory Furlough

Employees who submit a letter of intent to retire during any fiscal year in which mandatory furloughs have been authorized will still be required to furlough but may use any banked leave, except sick leave, to receive payment for their prospective mandatory furlough hours. Employees may request retroactive use of their leave accruals to cover mandatory furlough taken back to the beginning of the current fiscal year (July 1, 2009). Notification of Retirement – Intent to Use Leave Accruals in Lieu of Mandatory Furlough forms can be found online at <http://benefits.rc-hr.com>, or by contacting the Human Resources Retirement Division at 951-955-4981, option 2. Completed forms should be returned to the Human Resources Retirement Division.

If an employee submits such notice and later rescinds his or her retirement election, the leave will be recouped through:

- A deduction from the employee's remaining leave accruals; and
- Any remaining amount due will be deducted from the employee's final check.

Continuation of Voluntary Life Insurance

At the time of retirement, retirees will have the option to continue Voluntary Life insurance through portability or conversion with Lincoln Financial Group and/or Standard Life Insurance.

Portability:

Employees retiring before normal social security retirement age may continue their voluntary life coverage without evidence of insurability at the same group rates.

Conversion:

Employees retiring after the normal social security retirement age may continue their voluntary life coverage without evidence of insurability, but at individual rates.

Retirees electing to "port" or "convert" their Voluntary Life insurance will need to complete a conversion or portability application within 31 days of retirement. Forms and additional information are available at: <http://benefits.rc-hr.com>. If you are interested in a quote for conversion of insurance contact the Lincoln Financials Client Management department at 1-800-423-2765 and/or Standard Life Insurance at 1-800-378-4668.

Additional Information can be Obtained:

There are many resources available to assist with the gathering of retirement information, analyzing specific situations, and reaching retirement decisions:

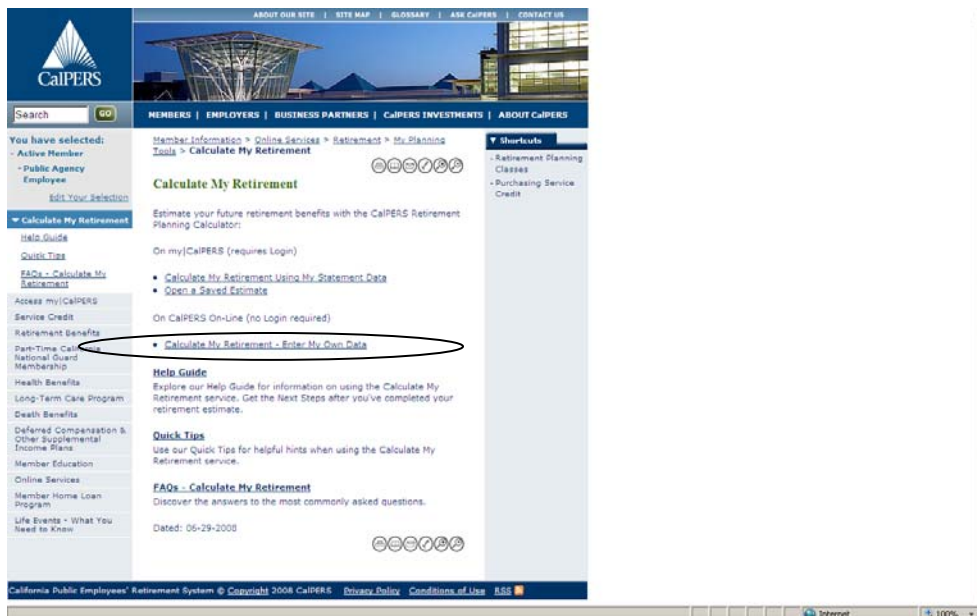
- Attend an Early Retirement and Post Employment Program Workshop (**dates, times and locations are provided on pages 5-7. Reservations are required**); and
- Utilize the two years additional service credit information available on the CalPERS website: www.calpers.ca.gov or call them at 1-888-225-7377.

Steps to use the CalPERS website:

- Go to **Calculate My Retirement**
- Select **View All Online Services, Calculators & Tools** located under ONLINE SERVICES
- Go to **Calculate My Retirement**
- Select **Enter My Own Data**
- Complete all the requested information **About You**

Important Note - You will need:

- Highest average monthly pay rate in a consecutive 12 month period
- Total years of service as of June 30, 2009 (located on your last member statement)
- Retirement Formula – Local Misc 3% at 60
- Yes, we provide survivor continuance
- Yes, we are covered by Social Security
- Survivor and/or beneficiary's date of birth



**To attend any of the workshops listed below, please call (951) 955-4981
and select the Retirement Option 2.**

EARLY RETIREMENT WORKSHOP SCHEDULE					
WORKSHOP	DATE	TIME	LOCATION	ADDRESS	CONF RM#
Social Security Seminar	Feb 25	1:00 P.M. - 3:00 P.M.	Moreno Valley	Tom Mullen Waste Mgmt Bldg, 14310 Frederick St. Moreno Valley, CA 92553	A/B
CalPERS Retirement Planning Workshop	Feb 25	3:00 P.M. – 5:00 P.M.	Moreno Valley	Tom Mullen Waste Mgmt Bldg, 14310 Frederick St. Moreno Valley, CA 92553	A/B
CalPERS Retirement Planning Workshop	March 15	1:00 P.M. - 3:00 P.M.	Riverside	CHA, 4065 County Circle Dr. Riverside, CA 92503	CHA Auditorium
Social Security Seminar	March 15	3:00 P.M. – 5:00 P.M.	Riverside	CHA, 4065 County Circle Dr. Riverside, CA 92503	CHA Auditorium
CalPERS Retirement Planning Workshop	April 12	9:00 A.M. – 11:00 A.M.	Riverside	County Administrative Center, 4080 Lemon St. Riverside, CA 92502	Board Chambers
Social Security Seminar	April 12	1:00 P.M. - 3:00 P.M.	Riverside	County Administrative Center, 4080 Lemon St. Riverside, CA 92502	Board Chambers
CalPERS Retirement Planning Workshop	May 17	1:00 P.M. - 3:00 P.M.	Riverside	CHA, 4065 County Circle Dr. Riverside, CA 92503	CHA Auditorium
Social Security Seminar	May 17	3:00 P.M. – 5:00 P.M.	Riverside	CHA, 4065 County Circle Dr. Riverside, CA 92503	CHA Auditorium
CalPERS Retirement Planning Workshop	June 2	1:00 P.M. - 3:00 P.M.	Moreno Valley	Tom Mullen Waste Mgmt Bldg, 14310 Frederick St. Moreno Valley, CA 92553	A/B
Social Security Seminar	June 2	3:00 P.M. – 5:00 P.M.	Moreno Valley	Tom Mullen Waste Mgmt Bldg, 14310 Frederick St. Moreno Valley, CA 92553	A/B

POST EMPLOYMENT PROGRAM (PEP) WORKSHOPS For LIUNA/SEIU Members					
WORKSHOP	DATE	TIME	LOCATION	ADDRESS	CONF RM#
PEP Workshop	Feb 3	1:00 P.M.– 3:00 P.M.	Temecula	Mental Health, 41002 County Center Dr, Temecula, CA 92591	Suite 320
PEP Workshop	Feb 10	9:00 A.M. – 11:00 A.M.	Moreno Valley	Tom Mullen Waste Mgmt Bldg, 14310 Frederick St. Moreno Valley, CA 92553	A/B
PEP Workshop	Feb 11	1:00 P.M.– 3:00 P.M.	Riverside	County Administrative Center, 4080 Lemon St. Riverside, CA 92502	1 st Flr. Rm 2A
PEP Workshop	Feb. 18	10:00 A.M. –12:00 P.M.	Riverside	County Administrative Center, 4080 Lemon St. Riverside, CA 92502	1 st Flr. Rm 2A
PEP Workshop	Mar. 3	9:00 A.M. – 11:00 A.M.	Riverside	County Administrative Center, 4080 Lemon St. Riverside, CA 92502	1 st Flr. Rm 2A

**POST EMPLOYMENT PROGRAM (PEP) WORKSHOPS
For LIUNA/SEIU Members (continued)**

WORKSHOP	DATE	TIME	LOCATION	ADDRESS	CONF RM#
PEP Workshop	Mar 10	10:00 A.M. –12:00 P.M.	Riverside	County Administrative Center, 4080 Lemon St. Riverside, CA 92502	1 st Flr. Rm 2A
PEP Workshop	Mar 15	10:00 A.M. –12:00 P.M.	Riverside	CHA, 4065 County Circle Dr. Riverside, CA 92503	CHA Auditorium
PEP Workshop	Mar 18	2:00 P.M. -4:00 P.M.	Riverside	County Administrative Center, 4080 Lemon St. Riverside, CA 92502	1 st Flr. Rm 2A
PEP Workshop	Apr 7	9:00 A.M. – 11:00 A.M.	Riverside	CHA, 4065 County Circle Dr. Riverside, CA 92503	CHA Auditorium
PEP Workshop	Apr 14	10:00 A.M. –12:00 P.M.	Temecula	Mental Health, 41002 County Center Dr, Temecula, CA 92591	Suite 320
PEP Workshop	May 5	10:00 A.M. –12:00 P.M.	Riverside	County Administrative Center, 4080 Lemon St. Riverside, CA 92502	1 st Flr. Rm 2A
PEP Workshop	May 17	10:00 A.M. –12:00 P.M.	Riverside	CHA, 4065 County Circle Dr. Riverside, CA 92503	CHA Auditorium
PEP Workshop	June 7	10:00 A.M. –12:00 P.M.	Riverside	County Administrative Center, 4080 Lemon St. Riverside, CA 92502	1 st Flr. Rm 2A
PEP Workshop	June 16	1:00 P.M.– 3:00 P.M.	Indio	Workforce Development Center, 44-199 Monroe St. Indio, CA 92201	Rm. 315
PEP Workshop	July 14	10:00 A.M. –12:00 P.M.	Riverside	County Administrative Center, 4080 Lemon St. Riverside, CA 92502	1 st Flr. Rm 2A
PEP Workshop	July 26	10:00 A.M. –12:00 P.M.	Riverside	CHA, 4065 County Circle Dr. Riverside, CA 92503	CHA Auditorium

**POST EMPLOYMENT PROGRAM (PEP) WORKSHOPS
For Management, Confidential, Unrepresented, and DDAA**

	DATE	TIME	LOCATION	ADDRESS	CONF RM#
PEP Workshop	Feb 1	10:00 A.M. –12:00 P.M.	Riverside	County Administrative Center, 4080 Lemon St. Riverside, CA 92502	1 st Flr. Rm 2A
PEP Workshop	Feb. 23	8:00 A.M.- 10:00 A.M.	Riverside	County Administrative Center, 4080 Lemon St. Riverside, CA 92502	1 st Flr. Rm 2A
PEP Workshop	Feb 24	1:00 P.M.– 3:00 P.M.	Indio	Workforce Development Center, 44-199 Monroe St. Indio, CA 92201	Rm. 315
PEP Workshop	Mar 1	1:00 P.M.– 3:00 P.M.	Riverside	CHA, 4065 County Circle Dr. Riverside, CA 92503	CHA Auditorium
PEP Workshop	Mar 24	10:00 A.M. –12:00 P.M.	Riverside	County Administrative Center, 4080 Lemon St. Riverside, CA 92502	1 st Flr. Rm 2A

POST EMPLOYMENT PROGRAM (PEP) WORKSHOPS

For Management, Confidential, Unrepresented, and DDAA (continued)

	DATE	TIME	LOCATION	ADDRESS	CONF RM#
PEP Workshop	Apr 6	10:00 A.M. –12:00 P.M.	Riverside	County Administrative Center, 4080 Lemon St. Riverside, CA 92502	1 st Flr. Rm 2A
PEP Workshop	Apr 28	10:00 A.M. –12:00 P.M.	Temecula	Mental Health, 41002 County Center Dr, Temecula, CA 92591	Suite 320
PEP Workshop	May 3	1:00 P.M.– 3:00 P.M.	Riverside	CHA, 4065 County Circle Dr. Riverside, CA 92503	CHA Auditorium
PEP Workshop	May 19	10:00 A.M. –12:00 P.M.	Riverside	County Administrative Center, 4080 Lemon St. Riverside, CA 92502	1 st Flr. Rm 2A
PEP Workshop	June 2	10:00 A.M. –12:00 P.M.	Moreno Valley	Tom Mullen Waste Mgmt Bldg, 14310 Frederick St. Moreno Valley, CA 92553	A/B
PEP Workshop	June 9	1:00 P.M.– 3:00 P.M.	Temecula	Mental Health, 41002 County Center Dr, Temecula, CA 92591	Suite 320
PEP Workshop	July 12	1:00 P.M.– 3:00 P.M.	Riverside	CHA, 4065 County Circle Dr. Riverside, CA 92503	CHA Auditorium
PEP Workshop	July 28	10:00 A.M. –12:00 P.M.	Riverside	County Administrative Center, 4080 Lemon St. Riverside, CA 92502	1 st Flr. Rm 2A

Frequently Used Contacts:

VALIC
 CalPERS
 Human Resources Benefits Line
 Human Resources Retirement Line
 Lincoln Financial
 Medicare
 Nationwide Retirement Solutions
 Social Security Administration
 Standard Life Insurance
 Rehn and Associates (VEBA Third Party Administrator)

www.valic.com
www.calpers.ca.gov
<http://benefits.rc-hr.com>
<http://benefits.rc-hr.com>
<http://benefits.rc-hr.com>
www.medicare.gov
www.nrsservicecenter.com
www.socialsecurity.gov
www.standard.com
www.rehnonline.com

888-568-2542
 888-225-7377
 951-955-4981 opt 1
 951-955-4981 opt 2
 800-423-2765
 800-633-4227
 877-677-3678
 800-772-1213
 800-378-4668
 800-832-2101

Frequently Asked Questions:

- Q1. What is the Final Compensation?
- A1. When you retire, your lifetime retirement benefit is calculated using a formula that includes years of service credit, age at retirement, and final compensation. Final compensation is your highest average full-time monthly pay rate reported to CalPERS in a consecutive 12-month period.

Unless you designate another 12 consecutive month period in which the pay rate was higher on the retirement application, CalPERS will calculate the retirement based on the last twelve months of payroll.

NOTE: Based on your bargaining unit at the time of retirement you may be eligible to receive an additional 8% Employer Paid Member Contribution (EPMC) added to your final compensation.

- Q2. If a part-time employee is eligible to retire and elects the Early Retirement Incentive, do they receive a full two years of additional service credit?
- A2. Yes. Employees will receive two years of additional service credit.
- Q3. Will CalPERS include the two additional years of service credit in a retirement benefit estimate, if the employee informs CalPERS of their eligibility and requests it to be included?
- A3. In order to obtain a formal estimate, employees may utilize the CalPERS Retirement Allowance Estimate Request Form. CalPERS will provide estimates if the employee notes "include two additional years of service credit" at the top of the form. Normally, an employee will receive the estimate 10 days from the day the request was received by CalPERS. However, some estimate requests take a little longer to process due to their complexity. The forms are available in the Retirement Application packages or may be downloaded from the CalPERS web site: https://www.calpers.ca.gov/mss-publication/pdf/xTQm2bZl2dpCY_MSD-470.pdf

Employees may go online to calculate an informal estimate at the CalPERS web site: <http://www.calpers.ca.gov/index.jsp?bc=/member/online-svcs/retirement/my-tools/calc-my-retirement/rpcs.xml>

- Q4. When will I receive the additional two years of service credit reflected on my retirement check?
- A4. When you receive your first retirement check from CalPERS the additional years of service credit will not be included. CalPERS will make adjustments to include the additional two years of service credit after the final pay information has been reported. The retroactive adjustments may take up to six months after the close of the early retirement window period (August 9, 2010) to process.
- Q5. Can an employee receive the additional two years of service if they separate on August 9, 2010 and retire on August 10, 2010?
- A5. No. Employees electing the early retirement incentive must separate from employment no later than August 8, 2010 so that their retirement date is no later than August 9, 2010.
- Q6. What if I want to purchase additional service credit?
- A6. Employees may elect to purchase additional service credit (i.e., air-time, military service and service prior to membership), if they are eligible for such service credit. The purchase of the additional service credit will not count toward the five years of service credit with the County that is required. Request must be received by the CalPERS office, prior to the submission of a retirement application with CalPERS.
- Q7. What if I already submitted a retirement application?
- A7. Employees who have elected a retirement date prior to February 12, 2010, may rescind their decision to retire and elect a new retirement date that is no earlier than February 12, 2010 and no later than August 9, 2010. You must notify CalPERS of a new retirement date before the first retirement check is issued. Employees must also notify their departments and contact Human Resources at (951) 955-4981, Option 2.
- Q8. Will I receive the additional two years of service credit if my 50th birthday is August 10, 2010?
- A8. No. Employees must retire and be at least 50 years of age by August 9, 2010 to receive the benefit.

Frequently Asked Questions continued:

- Q9. What if I want to be re-employed after retirement?
- A9. Retirees may elect to work after retirement. Retirees who decide to re-enter employment with a CalPERS employer are limited to a temporary position and may not work more than 960 hours per fiscal year. Additional information and limitations can be obtained by requesting the "Employment After Retirement" brochure from CalPERS at (888) 225-7377 or online at: https://www.calpers.ca.gov/mss-publication/pdf/xMC0IRFDRt7n5_pub-33-2006.12.1.pdf
- Q10. What if I want to reinstate from Retirement?
- A10. After an employee retires, they may decide to return to permanent employment with a CalPERS employer to earn additional service credit towards a previous retirement. This process is called reinstatement from retirement. If a retiree reinstates from retirement the two additional years of service credit is permanently lost and the additional service is not creditable upon the retiree's subsequent retirement. Additional information can be obtained by requesting the "Reinstatement From Retirement" brochure from CalPERS at (888) 225-7377 or online at: https://www.calpers.ca.gov/mss-publication/pdf/xMfo0KN8B6IKP_pub-37-2006.12.1.pdf
- Q11. When will I receive my first Cost of Living Adjustment (COLA)?
- A11. Employees retiring during the specified window period will be eligible to receive their first COLA on May 1, 2012.
- Q12. If an employee meets all the requirements, when can they retire and receive the additional two years of service credit?
- A12. Employees will need to be on payroll as of February 11, 2010 and retire between February 12, 2010 and August 9, 2010.
- Q13. May I apply for unemployment insurance?
- A13. No. A retiree cannot receive credit under this program if the retiree receives unemployment insurance payments during the designated window period (February 11, 2010 to August 9, 2010).
- Q14. Will the County include the additional two years of service towards the Post Employment Program (PEP) 15 years of service requirement for qualifying sick leave payout (Applies to: SEIU, LIUNA and Management, Confidential and Other Unrepresented Employees.)?
- A14. No. Only actual years of service with the County will be used to determine the rate at which qualifying leave is paid out. Employees with less than 15 years of service with the County are paid at a 50% of salary rate up to 960 hours of qualifying sick leave. Employees with 15 or more years of service are paid at a 100% of salary rate up to 960 hours of qualifying sick leave.
- Q15. Can I use the VEBA Health Savings Plan to pay for post-retirement health benefits?
- A15. Depending upon your bargaining unit you may be eligible to enroll in the VEBA plan. This plan provides participants with post-employment health expense reimbursement that may be used for qualified medical, dental or vision out-of-pocket medical expenses.
- Q16. What effect will a Mandatory Furlough have on my final compensation?
- A16. When an employee applies for retirement, the final compensation is calculated based on the highest average monthly compensation in a twelve month period. Compensation earnable is comprised of basic pay rate and special compensation. A furlough does not change pay rate. However, a furlough could reduce special compensation amounts paid as a factor of earnings (e.g., Reporting the Value of Employer Paid Member Contributions). Therefore, in some cases final compensation could be reduced, but only for members with earnings-based special compensation whose highest twelve month period at retirement includes furlough time.

Considering Retirement? Take These Steps!

The following checklist will help you plan the steps you should take before you retire.

- **Request a retirement estimate from CalPERS.** Request an estimate with the two additional years of service credit and without.
How to request an estimate?
 - ◆ Go online to the CalPERS website at www.calpers.ca.gov to download a Retirement Allowance Estimate Request or complete the request form provided in the Service Retirement Election Application booklet.
 - ◆ Mail the request to CalPERS. The request may take up to six weeks to be processed.***Note:** Contact CalPERS for options to purchase additional service credit (i.e., Air-time). You must apply to purchase service credits prior to your last day of employment.

- **Attend an Early Retirement Workshop.** Workshops will be offered at a County facility through the month of July. There are two workshops being offered:
 - ◆ **Early Retirement Workshop** - Representatives from CalPERS and Social Security will present at the Early Retirement Workshops. The Early Retirement Workshop will help you understand: how your CalPERS and Social Security retirement benefits are calculated, the retirement process, service credit purchases, and other post-retirement considerations.
 - ◆ **Preparing for Retirement/Post Employment Program (PEP) Workshop** – A representative from the Human Resources Retirement Division will provide information about benefit options available to you at retirement. The workshop will also discuss the Special Pay Plan and the VEBA Health Savings Plan options.

- **Do you have Reciprocity with another CalPERS agency?** Contact your prior employer if they have an agreement with CalPERS that offers reciprocity. You may be eligible for additional benefits.

- **Meet with your VALIC or Nationwide representative.** The representative will discuss your retirement options in relation to your Deferred Compensation and/or 401(a) plans. Go online to <http://benefits.rc-hr.com> for contact information and meeting times.

- **Consider making an appointment with Social Security.** If you are eligible to receive Social Security and/or Medicare benefits, make an appointment with your local Social Security office at least three (3) months prior to your retirement date. Once you or your dependent reaches age 65 or obtain Medicare, your plan options and rates may change. You will need to provide Human Resources Benefits Division with a copy of your Medicare Part B card.

- **Consider whether you would like to continue your Voluntary Life Insurance.** You will need to complete an application within 31 days of retirement and submit it to the Human Resources Benefits Division. Forms are available online at: <http://benefits.rc-hr.com>.

- **Decide if you intend to use paid leave to cover Mandatory Furlough time.** Employees who plan to retire in this fiscal year will be required to participate in the Mandatory Furlough, but they may use all leave banks, except sick leave, to receive payment for Mandatory Furlough hours. **Employees must notify their department to appropriately track and credit Mandatory Furlough hours. Forms are available online at: <http://benefits.rc-hr.com>.**