

## **Escondido Union High School District**

### **FAQs – Certificated/Classified Employee Retirement Process**

**Q: Am I an active member of CalPERS (California Public Employee's Retirement Services) or of CalSTRS (California State Teacher's Retirement System)?**

**A:** Classified employees belong to CalPERS, while certificated employees belong to CalSTRS. If you have any questions regarding which retirement system you belong to, please contact Human Resources. Additionally, if you have specific questions regarding your retirement, be sure to contact either CalPERS at 888-225-7377 or [www.calpers.ca.gov](http://www.calpers.ca.gov) or CalSTRS at 800-228-5453 or 916-414-1099 or [www.calstrs.com](http://www.calstrs.com).

**Q: What paperwork do I need to complete?**

**A: For certificated employees:**

1. Prior to your retirement date, you will need to submit a Service Retirement Application to CalSTRS; this can be done up to 6 months before your retirement date. The application is not processed through Human Resources, and must be done directly with CalSTRS. For more information, contact CalSTRS at 800-228-5453 or 916-414-1099 or [www.calstrs.com](http://www.calstrs.com).
2. Submit the "[Express Benefit Report](#)" from CalSTRS to Human Resources.
  - Human Resources and Payroll will fill out this form. The form certifies your termination of employment, last day of paid employment, and unused sick leave information.
  - Human Resources will submit this form to CalSTRS.
3. Submit a "[Resignation Form](#)" to Human Resources:
  - You must indicate the date of your last day of work (in paid status).
  - Your retirement date will be the first date your retirement benefits will begin with CalSTRS.
  - In the comments section, please indicate whether or not you are interested in returning as a certificated substitute employee. Note that CalSTRS does not allow retirees to return to work in a substitute capacity until 6 months or 180 days after their retirement.
  - Make sure to include your signature, and the signature of your site/department administrator.

**A: For classified employees:**

1. Prior to your retirement date, you will need to submit a Service Retirement Election Application to CalPERS; this can be done up to 9 months before your retirement date. The application is not processed through Human Resources, and must be done directly with CalPERS. For more information, contact CalPERS at 888-225-7377 or [www.calpers.ca.gov](http://www.calpers.ca.gov).
2. Submit a "[Resignation Form](#)" to Human Resources:
  - You must indicate the date of your last day of work (in paid status).
  - Your retirement date will be the first date your retirement benefits will begin with CalPERS.
  - In the comments section, please indicate whether or not you are interested in returning as a classified substitute employee. Note that CalPERS does not allow retirees to return to work in a substitute capacity until 6 months after their retirement.
  - Make sure to include your signature, and the signature of your site/department administrator.

**Q: Once I submit my Resignation Form, what happens next?**

**A:** Once Human Resources receives your Resignation Form, it will be processed. You will receive two letters from EUHSD.

- The first letter will be from Human Resources notifying you that the Governing Board has approved and accepted your retirement.
- The second letter will be from Benefits regarding your ability, if benefit-eligible, to enroll in a retiree insurance plan.

**Q: What happens to my benefits when I retire?**

**A:** Every case is individual, and it is best to contact our Benefits team to discuss your situation. You can contact either Janet Aiona ([jaiona@euhsd.org](mailto:jaiona@euhsd.org)) at 760-291-3288 or Angel Williams ([awilliams@euhsd.org](mailto:awilliams@euhsd.org)) at 760-291-3286.

**Q: Once retired, may I change my insurance plan?**

**A:** Any changes to your insurance plan must be made during open enrollment. If you have further questions regarding insurance, contact our Benefits team. You can contact either Janet Aiona ([jaiona@euhsd.org](mailto:jaiona@euhsd.org)) at 760-291-3288 or Angel Williams ([awilliams@euhsd.org](mailto:awilliams@euhsd.org)) at 760-291-3286.

**Q: If I need assistance, whom can I contact?**

- Phil Scheers – Personnel Tech I (Certificated) – 760-291-3283 or [pscheers@euhsd.org](mailto:pscheers@euhsd.org)
- Kelly Snyder – Personnel Tech II (Classified) – 760-291-3285 or [ksnyder@euhsd.org](mailto:ksnyder@euhsd.org)
- Janet Aiona – Supervisor of Employee Benefits – 760-291-3288 or [jaiona@euhsd.org](mailto:jaiona@euhsd.org)
- Angel Williams – Personnel Assistant/Benefits – 760-291-3286 or [awilliams@euhsd.org](mailto:awilliams@euhsd.org)
- Charan Kirpalani – Director, Human Resources – 760-291-3282 or [ckirpalani@euhsd.org](mailto:ckirpalani@euhsd.org)
- Dr. Olga West – Asst. Supt., Human Resources – 760-291-3281 or [owest@euhsd.org](mailto:owest@euhsd.org)