



IMPERIAL VALLEY COLLEGE

HUMAN RESOURCES OFFICE
P.O. Box 158 Imperial, CA 92251
(760) 355-6212 Fax (760) 355-6211

Steps Towards Retirement

6 Months to 1 year prior to retirement:

- Contact Letty Jaime PERS Retirement at 760.312.6561
- Contact Mary Felix STRS Retirement at 760.312.6404
- *Attend a CalPERS/CalSTRS Retirement Planning Workshop*
- *6 months prior to your desired retirement date, submit a request to CalPERS/CalSTRS for a retirement allowance estimate*

CalPERS/Counseling Information

To schedule an appointment with a CalPERS Counselor, please call 888.225.7377. The CalPERS/Counselor San Diego address is below:

7676 Hazard Center Drive
San Diego, CA 92108

CalSTRS/Counseling Information

To schedule an Individual counseling appointment call 1.800.228.5453, select option 3. Appointments may not be made earlier than six (6) weeks prior to appointment date.

4-5 Months prior to retirement:

- *Begin completing your Service Retirement Application and identify any areas where you have questions*
- *Make an appointment with a CalPERS/CalSTRS representative to review your Service Retirement Application and decide on a retirement date*
 - ✓ *CalSTRS members may submit retirement application to CalSTRS up to 6 months in advance.*
 - ✓ *CalPERS members may submit retirement application to CalPERS up to 3 months in advance.*

3 Months prior to retirement:

- *Complete and submit the "Notification of Resignation/Retirement" form to the Office of Human Resources*
- *Contact Martha Ulloa-Bandivas (Sanchez) in Human Resources to set-up a pre-retirement health benefits meeting*

Approaching Age 65 after Retirement

About three months prior to your 65th birthday, you will need to apply for Medicare (this also applies to your spouse/ Domestic Partner).

- ✓ Enroll in Medicare Parts A & B by visiting your local Social Security Office/Medicare Division. **DO NOT** enroll in a separate Medicare Part D policy. Your Part D prescription coverage will be administered United Health Care through your employer
- ✓ Request a letter from Social Security that states you do not qualify for premium-free Part A (if you did not pay into Medicare during District employment and do not qualify for Part A through a spouse)

Information for All Retirees

- Notify the Human Resources Office of any mailing address changes.
 - ✓ E-mail Address: martha.bandivas@imperial.edu
 - ✓ Physical Address: 380 E. Aten Rd Imperial, CA 92251
 - ✓ Phone Numbers: 760.355.6210 - 760. 355.6212
- Health Plan Changes (pre 65 only - ICSVEBA Members)
 - ✓ During Open Enrollment, which occurs yearly during August, you are able to change health plan for the upcoming calendar year effective 10/01.
 - ✓ Per IRS guidelines, certain mid-year qualifying events allow you to make mid-year plan changes to your health coverage. Examples include moving outside of the service area, losing other coverage, birth of a child, divorce, marriage, etc.
 - ❖ If you experience a qualifying event, please notify Martha Ulloa-Bandivas (Sanchez) at 760.355.6210

- Continuation of Benefits/ Survivors if you are a CTA Member

Dental, vision, medical and prescription drug coverage shall be provided until the death of the eligible retiree. Eligible spouses and/or dependents shall be covered for **one year** following the death of the eligible retired employee per CTA/CBA Article 18.2 Retired Unit Members.

- Continuation of Benefits/ Survivors if you are a CSEA Member

The District agrees to pay for the extension of health insurance coverage for eligible spouses and dependents for an additional **6 months** upon the death of a unit member per CSEA/CBA Article 10 Insurance.