

# RETIREMENT GUIDE



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## I'm ready to retire, what are my next steps?

- Submit your retirement letter to SRJC
- If you qualify for the ERO for retiree health insurance, submit your ERO application to Christie Colón in HR at [ccolon@santarosa.edu](mailto:ccolon@santarosa.edu)
- Submit your retirement application to CalSTRS and/or CalPERS
- Contact SchoolsFirst about your 403(b) and 457 plans if you have those plans

Once you've submitted your retirement letter to SRJC Christie Colón, HR Specialist/Benefits at SRJC, will reach out to you about retiree health insurance for you and your eligible dependents.

# REVIEW YOUR RETIREMENT ACCOUNTS



## CalSTRS members

- Review the [CalSTRS retirement checklist](#).
- Use the online Retirement Benefits [calculator](#) available on their website for an estimate.
- If you have questions, you'd call CalSTRS at 800-228-5453 or go to [www.calstrs.com](http://www.calstrs.com).

## CalPERS members

- Review the [CalPERS retirement planning checklist](#).
- Log into your account to access the online Retirement Benefits calculator for an estimate.
- Review the [retirement payment options](#) that you can choose from.
- If you have questions, you'd call CalPERS at 888-225-7377 or visit [www.calpers.ca.gov](http://www.calpers.ca.gov).

## If you are a member of both CalPERS and CalSTRS

- Retire from both systems on the same date to get the most benefit.
- [CalPERS reciprocity](#) – review this information about “Reciprocity”
- [CalSTRS Dual membership](#) – review this guide about “Concurrent Retirement”

## 403(b) and 457 plans

Contact Schools First  
Phone: (800) 462-8328, ext. 4727  
Fax: (714) 258-4262  
Email: [rpa@schoolsfirstfcu.org](mailto:rpa@schoolsfirstfcu.org)

# REVIEW YOUR RETIREE HEALTH INSURANCE ELIGIBILITY



## Union contracts about retiree health benefits:

[SEIU Article 16 Retirement](#)

[AFA Article 24 Retirement](#)

[Management Team Handbook  
Section H on pages 11-12](#)

**If you are age 55 or older at retirement then you are eligible for retiree medical and dental insurance through SRJC.**

Coverage includes spouse/domestic partner; eligible children, stepchildren and/or adopted children up to age 26; disabled dependents over age 26; legal guardianship up to age 18.

**Rates depend on the following:**

### **Qualify for the Early Retirement Option (ERO)**

District-paid premiums for SRJC retiree medical and dental are at the same coverage rate as active employees through the end of the month prior to your 65th birthday.

### **Self-payer**

For those who don't qualify for ERO or are over age 65 - you pay the entire premiums for SRJC retiree medical and dental insurance.

### **Enroll in COBRA or coverage elsewhere**

Enroll in COBRA - Consolidated Omnibus Budget Reconciliation Act. It's a temporary extension of your medical, dental and vision coverage where you pay the monthly premiums plus a 2% Federal COBRA administrative fee for 18 months. After 18 months on Federal COBRA, Cal-COBRA runs for an additional 18 months where you pay the monthly premiums plus a 10% Cal-COBRA administrative fee.

Enroll in another health plan outside of Santa Rosa Junior College.

# RETIREE HEALTH INSURANCE



## ERO Applications:

[Classified ERO Application](#)

[Faculty ERO Application](#)

[Management ERO Application](#)

## Early Retirement Option (ERO)

The ERO is different from the ERI (Early Retirement Incentive). The ERO is about retiree health insurance and has been included in the union contracts for many decades. The ERI is a new one-time benefit where you get 60% of your annual salary if you retire within a certain time period.

Through the ERO, SRJC pays the same monthly premiums that it pays for full-time Classified, Contract Faculty and Management, until the last day of the month prior to your 65th birthday. You are eligible for all 5 medical plans that you had access to as an employee plus the same dental plan.

### **ERO eligibility requirements if you were hired prior to 10/1/2013:**

Have at least 15 years of full-time equivalent service at SRJC and are at least age 55. If you are part-time then the full-time equivalent is calculated on a pro rata basis.

### **ERO eligibility requirements if you were hired after 10/1/2013:**

Have at least 17 years of full-time equivalent service at SRJC and are at least age 62. If you are part-time then the full-time equivalent is calculated on a pro rata basis.

## ERO PREMIUMS

| <b>RETIREE<br/>FACULTY AND CLASSIFIED</b> | <b>RETIREE<br/>SHARE</b> | <b>SRJC<br/>SHARE</b> | <b>TOTAL<br/>PREMIUM</b> |
|-------------------------------------------|--------------------------|-----------------------|--------------------------|
| Kaiser HMO - Single                       | \$ 0.00                  | \$ 1,061.00           | \$ 1,061.00              |
| Kaiser HMO - Double                       | \$ 0.00                  | \$ 2,219.00           | \$ 2,219.00              |
| Kaiser HMO - Family                       | \$ 0.00                  | \$ 3,082.00           | \$ 3,082.00              |
|                                           |                          |                       |                          |
| Kaiser Deductible - Single                | \$ 0.00                  | \$ 846.00             | \$ 846.00                |
| Kaiser Deductible - Double                | \$ 0.00                  | \$ 1,767.00           | \$ 1,767.00              |
| Kaiser Deductible - Family                | \$ 0.00                  | \$ 2,454.00           | \$ 2,454.00              |
|                                           |                          |                       |                          |
| Blue Shield Deductible - Single           | \$ 0.00                  | \$ 963.00             | \$ 963.00                |
| Blue Shield Deductible - Double           | \$ 0.00                  | \$ 2,025.00           | \$ 2,025.00              |
| Blue Shield Deductible - Family           | \$ 0.00                  | \$ 2,810.00           | \$ 2,810.00              |
|                                           |                          |                       |                          |
| Blue Shield HMO - Single                  | \$ 148.00                | \$ 1,061.00           | \$ 1,209.00              |
| Blue Shield HMO - Double                  | \$ 356.00                | \$ 2,219.00           | \$ 2,575.00              |
| Blue Shield HMO - Family                  | \$ 508.00                | \$ 3,082.00           | \$ 3,590.00              |
|                                           |                          |                       |                          |
| Blue Shield PPO - Single                  | \$ 284.00                | \$ 1,061.00           | \$ 1,345.00              |
| Blue Shield PPO - Double                  | \$ 656.00                | \$ 2,219.00           | \$ 2,875.00              |
| Blue Shield PPO - Family                  | \$ 930.00                | \$ 3,082.00           | \$ 4,012.00              |
|                                           |                          |                       |                          |
| SRJC Dental                               | \$ 0.00                  | \$ 129.00             | \$ 129.00                |

| <b>RETIREEES<br/>MANAGEMENT</b> | <b>RETIREE<br/>SHARE</b> | <b>SRJC<br/>SHARE</b> | <b>TOTAL<br/>PREMIUM</b> |
|---------------------------------|--------------------------|-----------------------|--------------------------|
| Kaiser HMO - Single             | \$ 60.00                 | \$ 1,001.00           | \$ 1,061.00              |
| Kaiser HMO - Double             | \$ 120.00                | \$ 2,099.00           | \$ 2,219.00              |
| Kaiser HMO - Family             | \$ 180.00                | \$ 2,902.00           | \$ 3,082.00              |
|                                 |                          |                       |                          |
| Kaiser Deductible - Single      | \$ 0.00                  | \$ 846.00             | \$ 846.00                |
| Kaiser Deductible - Double      | \$ 0.00                  | \$ 1,767.00           | \$ 1,767.00              |
| Kaiser Deductible - Family      | \$ 0.00                  | \$ 2,454.00           | \$ 2,454.00              |
|                                 |                          |                       |                          |
| Blue Shield Deductible - Single | \$ 0.00                  | \$ 963.00             | \$ 963.00                |
| Blue Shield Deductible - Double | \$ 0.00                  | \$ 2,025.00           | \$ 2,025.00              |
| Blue Shield Deductible - Family | \$ 0.00                  | \$ 2,810.00           | \$ 2,810.00              |
|                                 |                          |                       |                          |
| Blue Shield HMO - Single        | \$ 208.00                | \$ 1,001.00           | \$ 1,209.00              |
| Blue Shield HMO - Double        | \$ 476.00                | \$ 2,099.00           | \$ 2,575.00              |
| Blue Shield HMO - Family        | \$ 688.00                | \$ 2,902.00           | \$ 3,590.00              |
|                                 |                          |                       |                          |
| Blue Shield PPO - Single        | \$ 344.00                | \$ 1,001.00           | \$ 1,345.00              |
| Blue Shield PPO - Double        | \$ 776.00                | \$ 2,099.00           | \$ 2,875.00              |
| Blue Shield PPO - Family        | \$ 1,110.00              | \$ 2,902.00           | \$ 4,012.00              |
|                                 |                          |                       |                          |
| SRJC Dental                     | \$ 0.00                  | \$ 129.00             | \$ 129.00                |

# RETIREE HEALTH INSURANCE



## Self-payer

If you're over age 55 and don't qualify for the ERO then you and your dependents are still eligible for retiree medical and dental coverage through SRJC, you'd just pay the entire monthly premiums.

Any retiree and spouse/domestic partner over the age of 65 must also enroll in and pay for Medicare Part A & Part B and pay those premiums to Medicare. HR will reach out to help guide you through the Medicare process.

### Retirees between ages 55 and 65 who don't qualify for ERO

| PROVIDER                                        | TOTAL PREMIUM |
|-------------------------------------------------|---------------|
| Kaiser HMO - Single                             | \$ 1,061.00   |
| Kaiser HMO - Double                             | \$ 2,219.00   |
| Kaiser HMO - Family                             | \$ 3,082.00   |
| Kaiser Deductible Plan with a HSA - Single      | \$ 846.00     |
| Kaiser Deductible Plan with a HSA - Double      | \$ 1,767.00   |
| Kaiser Deductible Plan with a HSA - Family      | \$ 2,454.00   |
| Blue Shield Deductible Plan with a HSA - Single | \$ 963.00     |
| Blue Shield Deductible Plan with a HSA - Double | \$ 2,025.00   |
| Blue Shield Deductible Plan with a HSA - Family | \$ 2,810.00   |
| Blue Shield HMO - Single                        | \$ 1,209.00   |
| Blue Shield HMO - Double                        | \$ 2,575.00   |
| Blue Shield HMO - Family                        | \$ 3,590.00   |
| Blue Shield PPO - Single                        | \$ 1,345.00   |
| Blue Shield PPO - Double                        | \$ 2,875.00   |
| Blue Shield PPO - Family                        | \$ 4,012.00   |

### Retirees over age 65

| PROVIDER                                                 | TOTAL PREMIUM |
|----------------------------------------------------------|---------------|
| Medicare Advantage: Kaiser Senior Advantage – per person | \$377.00      |
| Medicare Supplement: Anthem Companion Care – per person  | \$510.00      |

### Retiree Dental Insurance

|                                   |          |
|-----------------------------------|----------|
| Retiree dental insurance - Single | \$84.00  |
| Retiree dental insurance - Double | \$169.00 |
| Retiree dental insurance - Family | \$235.85 |

# RETIREE HEALTH INSURANCE



## Medicare

All retirees and their spouse/domestic partner over the age of 65 must enroll in Medicare.

You must pay Medicare for Part A, B and/or D per their premiums posted [here](#).

### What if I'm 65 when I retire?

You'd contact Medicare to enroll in Medicare Parts A & B no earlier than **3 months** before the date your employee medical insurance ends.

### What if I'm on retiree medical (ERO or Self-payer) and then I turn 65?

If you are on the ERO or Self-Payer program and will be turning 65, contact Medicare to enroll in Medicare Part A & B no earlier than **3 months** before your 65th birthday.

### What if my family and I are on retiree ERO medical and I'm under age 65, but my spouse/domestic partner turns 65 or already is over age 65?

If a retiree's spouse/domestic partner is over age 65 then the spouse/domestic partner must enroll in Medicare Parts A & B and pay the Medicare premiums to Medicare.

If the retiree is enrolled in the retiree Blue Shield plan then the spouse/domestic partner can stay enrolled in your Blue Shield plan while on Medicare until the retiree turn 65 at which time you'd both enroll in a Medicare Advantage or Medicare Supplement plan. You'd continue to pay the same portion of the monthly retiree premium until you turn 65.

There's an extra step for those enrolled in retiree Kaiser:

The spouse/domestic partner would also enroll in the SRJC Medicare Advantage plan called Kaiser Senior Advantage. You'd continue to pay your same ERO portion of the monthly retiree premium, until you turns 65 at which time you'd both enroll in a Medicare Advantage or Medicare Supplement plan.

# SRJC Medicare Advantage and Medicare Supplement plans

## SRJC Medicare Advantage plan

**SRJC Kaiser Senior Advantage**  
costs \$377/month per person

### Benefit summary

This plan is only available in the San Francisco Bay Area region, so if you move outside of the San Francisco Bay Area region, you will no longer be eligible for this plan. If you plan to move, please reach out to me so we can discuss your other plan options.

## SRJC Medicare Supplement plan

**SRJC Anthem plan called CompanionCare**  
costs \$510/month per person

### Benefit summary

This plan is available at any provider in the United States who takes “Medicare Assignment”.

**The medical plan deadlines are 45 days in advance. If you miss this deadline, you will pay a Missing Medicare Surcharge for being on a medical plan without Medicare.**

It's \$700/month for missing Part A and \$900/month for missing Part B.

You'd also be charged the premium for the under age 65 plan since you aren't allowed to enroll in a Medicare Advantage or Supplement plan without Medicare Parts A&B.

If you will be over age 65 when you retire or if you're on an ERO or Self-Payer plan and will be turning 65, submit the medical enrollment form and your Medicare card copy showing you are enrolled in Medicare Part A & Part B to Human Resources if you're enrolling in one of Santa Rosa Junior College's Medicare Advantage/ Supplement plans **45 days in advance**.



# RETIREE HEALTH INSURANCE



## Retiree Health Stipend

When your ERO ends, the benefits will convert to the retiree health stipend on the first of the month that you turn 65.

If you retire after age 65 with at least 15 years of full-time equivalent service if hired prior to 10/1/2013; or 17 years of full-time equivalent service if hired after 10/1/2013 then you'd be eligible to receive the retiree health stipend at retirement.

The stipend is currently \$180.89/month for single; or \$361.78/month if you have a spouse/domestic partner.

The rate changes on October 1 each year. The stipend is adjusted by the lower of the change in the CPI for that year or the change to the Medicare Part B premium as of July 1 of that year. In the event of a negative change, the stipend would remain the same.

If you enroll in SRJC retiree medical/dental then SRJC will deduct the stipend from the premium you owe.

If you don't enroll in SRJC retiree medical/dental then you will receive the stipend as a check each month. Sonoma County Office of Education doesn't allow SRJC to send the stipend via direct deposit, so at this time that's not an option. If that becomes an option in the future, SRJC will send a mailing to all retirees letting them know.

The stipend is a lifetime benefit for you and your spouse/domestic partner. If you or your spouse/domestic partner pass away, the other gets the single stipend in the amount of \$180.89/month. You'll need to let HR know right away if either of these events occur so we can make the adjustment. Otherwise, you'll owe money back for the over-payment.

# DEADLINES

## **CalPERS Deadline**

CalPERS allows you to submit your retirement application 3-4 months before your retirement date.

## **CalSTRS Deadline**

CalSTRS allows you to submit your retirement application no earlier than 6 months before your retirement date.

## **Medicare Deadline**

If you and/or your spouse/domestic partner are over age 65 or will be turning 65 at retirement, then submit your retirement letter to SRJC at least three months prior to your last day on pay.

Medicare allows you to apply for Medicare Parts A & B no earlier than 3 months prior to the date you lose employee medical coverage. HR will help guide you through this Medicare process.

## **ERO Deadlines**

**SRJC is waiving the ERO deadlines during the ERI.**

**But after the ERI is over, here are the deadlines:**

**Classified and Management staff** – Submit your retirement letter and ERO Application to SRJC no later than 120 days prior to your last day on pay.

### **Contract Faculty staff**

If you're retiring in December at the end of the Fall semester then submit your retirement letter and ERO Application to SRJC by the first Friday of the Fall semester.

If you're retiring in May at the end of the Spring semester then submit your retirement letter and ERO Application to SRJC by October 1.



## PREP YOUR RETIREMENT LETTER

Please use the sample retirement letter template on the next page to let us know what your last day on pay will be at SRJC and what date you're retiring from CalSTRS or CalPERS. The sample letter is also posted here: [Sample retirement letter](#)

Your CalSTRS and CalPERS retirement date must be at least one day after your last day on pay.

There are two ways you can handle your remaining vacation leave balance:

- Your vacation balance will be paid out on a separate check at retirement.
- You can run out your vacation leading up to retirement. Please reach out to Linda Jay at [ljay@santarosa.edu](mailto:ljay@santarosa.edu) with your last day on pay and Linda will calculate your last physical day.

Remaining sick leave is converted to CalPERS service credit automatically at retirement.

# SAMPLE RETIREMENT LETTER

Date:

To Dr. Garcia:

It is my intent to resign and retire from the Sonoma County Junior College District. My last day of paid service will be . (If you are a Faculty employee and you're retiring at the end of the Spring semester then your last day of paid service will be Graduation Day).

My official CalSTRS and/or CalPERS retirement date will be (must be at least one day after your last day of paid service).

☐ If applicable, I plan to utilize my accrued vacation time so my last physical day of work will be: (not applicable to Contract Faculty or Associate Faculty)

My primary work assignment is in the following employment category (please check one box):

- ☐ Classified
- ☐ Faculty
- ☐ Management

My position title is:

My department is:

My FTE/time base is:

Printed Name of Employee

Signature of Employee

cc: Your Cabinet Administrator (the Vice President of your department)  
Kate Jolley, Interim Vice President of Human Resources  
Christie Colón, HR Specialist, Benefits  
Brenda Dixon, Executive Assistant, HR

# FSA and HSA Accounts

## Flexible Spending Account (FSA)

Your FSA account ends on the last of the month of your last day on pay.

Please review this [SISC Flex Plan Guide](#) for more information.

## Health Savings Account (HSA)

Your HSA account stays with you when you resign or retire.

If you're on the ERO then SRJC will continue to deposit \$100/month for single coverage or \$150/month for family coverage into your HSA account while you're on ERO. You will receive a bill for the OASDI and Medi taxes.

Once retired, you can't make contributions into the account.

Please review this [Fidelity HSA Guide](#) for more information.



## Important Contacts

- **Medicare**, Information on Part A & B (800) 633-4227 or [www.medicare.gov](http://www.medicare.gov)
- **Social Security** (800) 772-1213
- **Redwood Health Services**, Santa Rosa Junior College Dental (800) 548-7677 extension 2
- **VSP (Vision Service Plan)** Customer Service (800) 877-7195
- **COBRA – APA Benefits** 888-311-7478
- **Blue Shield Member Services** 855-599-2657
- **Navitus Pharmacy Plan** 866-333-2757
- **Anthem CompanionCare Member Services** (800) 825-5541
- **Kaiser Member Services** (800) 464-4000
- **Kaiser Senior Advantage Member Services** (800) 464-4000
- **Standard Life Insurance** Customer Service (800) 522-0406
- **CalPERS** (888) 225-7377
- **CalSTRS**, (800) 228-5453
- **Santa Rosa Junior College** – Christie Colón, Human Resources Specialist, Benefits (707) 527-4304 or [ccolon@santarosa.edu](mailto:ccolon@santarosa.edu)

