



IMPERIAL VALLEY COLLEGE

HUMAN RESOURCES OFFICE
380 East Aten Road Imperial, CA 92251
(760) 355-6212 Fax (760) 355-6211
www.imperial.edu/hr

Steps Toward 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
- 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

Pre 65 Retirees:

For eligible retirees, as long as either you or your spouse/domestic partner are under age 65 you will remain on the ICSVEBA plan up to age 65.

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, if approaching 65).

- ✓ **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 with United Health Care through your employer

Post 65 Retirees:

For eligible retirees, the district will provide you a Medical Supplemental with United Health Care.

Information for All Retirees:

- Notify the Human Resources Office of any mailing address changes.
 - ✓ E-mail Address: martha.bandivas@imperial.edu
 - ✓ Physical Address: 380 East Aten Road Imperial, CA 92251
 - ✓ Phone Numbers: 760.355.6210 or 760.355.6212

- Health Plan Changes (pre 65 only - ICSVEBA Members)
 - ✓ During Open Enrollment, which occurs annually during the month of 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 **Faculty Member or Administrator**
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 **Classified, Confidential, or Manager**
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.