

# PARAEDUATORS

## WHAT YOU NEED TO KNOW/DO IF YOU ARE INTENDING TO RETIRE FROM ROCHESTER COMMUNITY SCHOOLS

**STEP 1:** Public school personnel in the State of MI actually retire through the MI Office of Retirement Services (ORS). You will need to apply for your pension and enroll in Retiree Healthcare through the State of Michigan Office of Retirement Services, please call 1-800-381-5111 or go to [www.michigan.gov/ors](http://www.michigan.gov/ors).

**STEP 2:** You will need to notify the Human Resources Department, in writing and with your signature -emails won't work – of your intent to retire. There are some specific requirements to be included in completing this step:

- A. Take note of the number of days necessary for proper notification. See Article 9 of your contract. Failure to submit such notification within the timeframes required could result in loss of any longevity or other payouts, such as sick leave bank days, etc. For Paraeducators, the notification must be received by Human Resources at least **ten (10) working days** prior to your last day of work. An exception to this requirement applies when during the summer break, an employee who decides to terminate his/her employment, must provide notice **August 1**.
- B. Include within the letter, the last day you will actually report to work.
- C. Share if you have filled for retirement through the State of Michigan Office of Retirement Services (ORS) and include your retirement effective date. Remember, retirement dates through ORS are only effective the first day of a month.
- D. Sign and date the letter.

**STEP 3:** Upon receipt of this written notice, the HR department will process an official *Notice of Retirement* that will include **estimated payouts** of any terminal leave (based on longevity), sick leave bank payouts, and any accrued vacation pay for which you are eligible.

Under Article 16 of the Paraeducator Union Master Agreement, depending on your longevity and bank balance, you may be eligible for payouts from the district for:

- A. Sick leave payout. Based on your longevity and as long as you retire from the district (it does not matter if you choose to retire from the State at this time) – you will be paid for your bank balance, less any days pre-loaded that have not been earned by your last day worked. Your payout will be calculated based on the following formula: 75% of your current daily rate of pay, multiplied by 50% of your earned/remaining sick bank balance.
- B. Terminal pay (pay for length of service) – you will receive \$100.00 for each year of service working in a permanent assignment with Rochester Community Schools. Time worked in substitute positions do not count.
- C. Earned vacation pay, prorated for time worked during this school year. This payment will be included in your last paycheck from the district. This is not a retirement benefit – but is noted in this communication because employees frequently ask about the status of this benefit.

The completed Notice of Retirement, with your payout estimates will be sent to you, along with any other applicable information such as C.O.B.R.A. paperwork or contact information for Valic Financial Services. (As a reminder: per article 16.I.K and L. of the Paraeducator Master Agreement, members retire and who meet certain payout, age, and length of service requirements will receive their sick bank and terminal leave payouts as a deposit in a 403b pre-tax account).

**STEP 4:** PLEASE REVIEW THIS NOTICE CAREFULLY. Should you have any questions, or need further assistance, please contact the HR Manager, at 248-726-3120.

**STEP 5:** Relax, take pride in the contributions you have made to the students and Rochester Community Schools, and finally, take time to make some plans for how you will spend your future free time once retired.