



City of Arts & Innovation

Planning for Retirement 2020



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Agenda

- Submitting retirement notice to department & HR
- Health, vision, and dental insurance term dates & options
- Life Insurance
- Legal Insurance
- Final Pay
- Deferred Compensation Payout Rollover
- Retiree Healthcare Supplement
- List of Contacts



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Notice of Retirement

CITY OF RIVERSIDE HUMAN RESOURCES DEPARTMENT RESIGNATION/RETIREMENT FORM

Please complete the information below and submit the form to your department two weeks prior to the resignation date.

I, _____, have been employed by the City of Riverside since _____.

My present classification is _____, my employee ID is _____, and my present salary is \$_____. I will be resigning from the City of Riverside as of the effective date (last day or Payroll): _____.

Resignation Note: The effective date of retirement with the City should be the last day you work on Payroll. This will usually be your last day of work. This date cannot be the same as your official CalPERS retirement date. To determine your effective date with the City or CalPERS, please contact HR Services at (951) 955-2200.

OR

I will be resigning from the City of Riverside as of the effective date (last day or Payroll): _____.

I request my voluntary resignation for the following reason:

Employee's Signature _____ Date _____
 Department Head's Signature _____ Date _____

REQUIREMENTS FOR VOLUNTARY RESIGNATION

All employees who resign may be considered for reinstatement to the position previously held subject to the following requirements based on Human Resources Policy and Procedure Manual 1.4:

1. Reinstatement to the Department Head
2. Approval of the Human Resources Director
3. Reinstatement must occur within 90 days of resignation
4. Reinstatement must take place within one year from the date of resignation.

Which forms do I need to complete to notify HR of my retirement?

- The resignation/retirement form is the only form that is required to be submitted. This form should be completed and given to your supervisor; this will begin the retirement process with the City.
- As a courtesy to your department and the City, we ask that this form be submitted at least two weeks prior to your last day. Can be submitted sooner.
- **The retirement date given to CalPERS needs to be at least one day after your last day with the City.** This is very important to follow to avoid any disruption in your CalPERS pension being received.

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Health, Vision, & Dental Benefits

When do my City benefits end?

After retirement, coverage terminates 30 days after separation date, then the 1st or 15th, whichever comes first.

Separation Date	Last Day of Coverage	Example Separation Date	Example Coverage End Date
1st of Month	Last Day of Month	8/1	9/1
2nd – 15th of Month	15th of Following Month	8/5	9/15
16th – End of Month	End of Following Month	8/16	10/1

Your benefits termination date will be provided during your one-on-one consultation with the benefits team.



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Health, Vision, & Dental Benefits

Transitioning to the Retiree plans:

- Must remain in the same health and dental plans enrolled in as an active employee
- Plan changes are only allowed during Open Enrollment (November) each year for benefits effective January 1st of the following year.
- May drop any existing dependents from plan, but *cannot add new dependents* until Open Enrollment
- If moving out-of-state – must be enrolled in Blue Shield PPO
- Enrollment is indefinite
- If not enrolling immediately, may enroll during Open Enrollment or within 30 days of a Qualifying Event.



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Retiree Benefit Administration

- The Advantage Group (TAG)
Darlene Jobes
(951) 506-1660 x209
43471 Ridge Park Drive, Ste B
Temecula, Ca 92590



- Enrollment Packets will be mailed by TAG approx. 1-2 weeks after retirement date with the City
- Payment coupons for monthly checks via mail; OR automatic bill pay with your banking institution, if available



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Life Insurance

- At retirement, you may convert your life insurance policy into another group term or individual policy
 - Must apply for coverage **within 31 days** after your retirement by completing a group life portability application
 - May be required to submit evidence of good health
 - Coverage is not available for anyone over the age of 65
- Contact the Standard directly at (800)628-8600 for specific questions



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Legal Insurance



- At retirement, you may continue your legal insurance as long as you continue your monthly payments
- Contact LegalEase directly at (800)628-8600 for specific questions



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Final Pay


Payroll will issue two separate checks:

- Normal hours worked in pay period** – paid with regular payday for pay period in which employee separates.
- Final payout** (vacation, sick leave, etc.) – paper check, issued on same day as last paycheck.
 - Contact Payroll for final payout arrangements
 - Refer to the City's FBSP regarding sick leave pay-off
 - Tax rate for Final Payout
 - Federal – 25% & State – 6.6%
 - Medicare – 1.45% (if applicable)
 - State Disability Insurance (SDI) – 1.10% (if applicable)

Confirm with payroll that your current mailing address and telephone number(s) are on file. Payroll main line:(951)826-5838



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Retiree Rates & Plan Summaries

Employee Hub

- Benefits
- Classific

2020 Rate Sheets

- 2020 Retiree Rate Sheets
- 2020 Cobra Rate Sheet

Retiree Health Plans

Retiree Vision Plan

Retiree Dental Plan

TAG

- To view the retiree rate sheets and plan summaries please visit: riversideca.gov/human/employee-hub
 - Click on Benefits, Retiree/Cobra
- The Retiree/Cobra page include:
 - Current Retiree Rate Sheets
 - Health, Vision, and Dental summary of benefits for all retiree options
 - Contact information for The Advantage Group (TAG)

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Retirement - Contacts

CalPERS
www.calpers.ca.gov
 (888) 225-7377
 650 E. Hospitality Lane Ste. 330,
 San Bernardino, Ca. 92408

Medicare
www.medicare.gov
 (888) 633-4227

Social Security Administration
www.ssa.gov
 (800) 772-1213





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Human Resources Contacts

Main Benefits Line: 951-826-5639
City Benefits E-mail: CityBenefits@RiversideCA.gov

Jennifer Brown – HR Analyst
jkbrown@riversideca.gov
 (951) 826-5181

Andrea Scholz– HR Specialist
ascholz@riversideca.gov
 (951) 826-2339

Lupe Ruiz – Sr. Office Specialist
lruiz@riversideca.gov
 951-826-5889

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Questions?