

Steps To Retirement

Elk Grove Benefits Employee Retirement Trust

EGBERT

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This power point and more information about EGBERT can be found at www.egbertbenefits.com

Step 1 – Deciding

- Approximately 3-6 months prior to your anticipated retirement date, contact your Retirement System – Public Employee Retirement System (CalPERS) or State Teachers Retirement System (CalSTRS).
- Set up an appointment with a counselor to discuss your pension and decide on an appropriate retirement date.

Step 2 – Retirement Date

- Your first day of retirement with CalPERS/STRS must be no later than 90 calendar days following your last day of employment with EGUSD.
- Example: If your last day of employment with EGUSD is May 29, 2026, then your first day of CalPERS/STRS retirement must be no later than August 27, 2026.
- For many employees who work at school sites, the last day of employment is typically the last day of their work calendar rather than the last day of their contract.

Step 3 – Notifying EGUSD

- Once a date of retirement has been determined, submit a Retirement Notice Form to Elk Grove Unified School District's Human Resources Department (HR).
- The Retirement Notice Form can be found on the EGUSD website, select Employment then scroll down to HR Forms and Resources.
- There are two different forms – one for Certificated employees and one for Classified employees.

Step 4 – Retiring with CalPERS/STRS

- File a retirement application with the applicable retirement system (CalPERS or CalSTRS).
- HR will automatically submit the transfer of unused sick leave directly to CalPERS or CalSTRS. Please note, HR must have your notice of retirement to complete the transfer.

Step 5 – EGBERT Eligibility

- The EGUSD Benefits Department will receive a document from HR with your retirement date. The Benefits staff will determine if you are eligible for continuation of benefits through EGBERT.
- If you qualify, you will receive a letter of eligibility for EGBERT.
- EGBERT will be notified of your eligibility and will mail you a packet of forms to enroll.
- A COBRA letter is required to be sent to all benefit eligible employees who end their employment with EGUSD. The letter will come from Navia Benefit Solutions and it can be ignored for members who will be enrolling in EGBERT benefits.

Step 5 – EGBERT Eligibility cont.

Years of Benefit Eligible Service:

Tier 1 - Hire date prior to July 1, 2006	10 Years / 120 Months
Tier 2 - Hire date on or after July 1, 2006 and prior to July 1, 2015	15 Years / 180 Months
Tier 3 - Hire date on or after July 1, 2015	50% Maximum Benefit – 15 Years / 180 Months 100% Maximum Benefit - 20 Years / 240 Months

Retirement Age for Full EGBERT benefits:

Tier 3 - Hire date on or after July 1, 2015	15 Years / 180 Months Age 65 to receive 50% of maximum benefit No benefit if retire prior to Age 65 20 Years / 240 Months Age 62 to receive maximum EGBERT benefits 50% benefit if retire prior to Age 62

Dependent Coverage:

CSEA Retirees on or after July 1, 2010	Coverage for Retiree Only
All other bargaining units & CSEA Retirees prior to July 1, 2010	Coverage for Retiree + 1 Dependent

*See your collective bargaining agreement for detailed eligibility requirements.

Step 6 - Medicare

If an employee/dependent will be eligible for Medicare <u>as of the EGBERT effective date</u>:

- Those members will need to provide proof to EGBERT of enrollment in Part A (Hospital) and Part B (Medical) from the Social Security Administration (SSA).
- Medicare Enrollment should be effective no later than the 1st of the month in which your enrollment will be effective in an EGBERT medical plan.
- Although there are exceptions, one typically becomes Medicare eligible on the 1st of the month in which they turn age 65. Medicare enrollment can be deferred without penalty if they are covered by an employer group health plan.
- The EGUSD Benefits Department will provide you with *(CMS-L564) Request for Employment Information Form* for each person over age 65. Submitting this form along with your Medicare application proves to Social Security that you have been in an employer group health plan and will allow you to avoid late enrollment penalties.
- Apply for Medicare online at www.ssa.gov or by calling 1-800-772-1213.
- For members that have already enrolled in Part A, you need to fill out the (CMS 40B) *Application for Medicare Part B* to turn in with the *Request for Employment Information Form* mentioned above. EGBERT will include a copy of the Part B application in the enrollment packet for Medicare eligible members. The form can also be downloaded from SSA.
- **Failure to enroll <u>timely</u> in Medicare Parts A & B may result in a delay in your enrollment with EGBERT, an increased cost of your EGBERT monthly premiums, and permanent penalties added to your Medicare Part B cost.**

Step 7 – EGBERT Enrollment

- ***Your benefits with EGUSD will end and your EGBERT benefits will start the 1st of the month following your last day of employment.*** The EGBERT office will assist you with the re-enrollment process. Contact our office at 916-684-7120, 9am to 3pm on Tuesday, Wednesday, Thursday.
- Your enrollment packet will include forms to continue with the same medical coverage as you have had as an active employee. **If you wish to make a change**, please check the Forms section of the EGBERT website **www.egbertbenefits.com** or contact the office.
- The enrollment packet includes a cover letter with a check list. Complete all the forms you receive in your packet and return by the 15th of the month **prior** to your EGBERT effective date. If you have a question, leave the section blank and check with our office.
- If you/your spouse are Medicare eligible, proof of enrollment in Medicare Part A (Hospital) and Part B (Medical) must be submitted along with the medical plan enrollment forms by the 15th of the month prior to the month of eligibility. We are unable to enroll a member in a Medicare plan retroactively to a prior month.
- Your CalPERS/STRS letter to confirm your retirement will probably be the last of the required documents to be received. Do not wait until it is received to submit the rest of your packet – send us everything else and then submit the letter when it is received.
- Return all completed forms in person (appointment required), by email at **egbertbenefits@gmail.com**, by fax 916-478-9884, or by US mail.
- **It is imperative you complete the documents that EGBERT sends to you as soon as possible.** Failure to complete the documents in a timely manner may result in the lapse of your health benefits.

Alternative Medical Coverage Options

Private Pay Reimbursement Plan

- Retirees may elect Private Pay Reimbursement **if the current medical plans being offered are not available in their area, are cost prohibitive, or if they need access to out-of-network providers.**
- Retirees are responsible for obtaining their own medical insurance and submitting documentation of their insurance premium cost to EGBERT for reimbursement.
- EGBERT will reimburse **up to** the subsidy amount the retiree would have been eligible for if enrolled in an EGBERT plan.
- Private Pay participants not eligible for Medicare will have monthly Retiree Contributions due to EGBERT.
- Reimbursements are direct deposited to your bank account monthly.
- Private Pay Reimbursement information and documentation must be renewed annually.

Medical Waiver Reimbursement Plan

- Retirees who have alternative medical coverage and do not meet the criteria for the Private Pay Reimbursement may choose Medical Waiver Reimbursement.
- The Medical Waiver Reimbursement will reimburse retirees with alternative coverage for qualifying medical expenses through a Health Reimbursement Arrangement (HRA) with Navia Benefit Solutions.
- The maximum Medical Waiver Reimbursement is $780.00 annually for retirees not eligible for Medicare and $390.00 annually for Medicare-eligible retirees.
- Medical Waiver amounts are pro-rated and funded on a quarterly basis.
- The Medical Waiver election must be renewed each year during EGBERT's Open Enrollment period.

- Should you lose Alternative Medical Coverage, you may re-enroll within 30 days of the date the coverage ended as long as you provide proof of the loss of coverage. Proof for Medicare members should be provided prior to the loss of coverage date to avoid a break in coverage.
- You may also re-enroll in an EGBERT sponsored plan during the annual Open Enrollment period.

EGBERT Office
9297 Office Park Circle Suite 110
Elk Grove, CA 95758
916-684-7120

Office Hours:
Tuesday, Wednesday & Thursday
9am to 3pm

Email: egbertbenefits@gmail.com
Website: www.egbertbenefits.com

Other Important Contact Information:

Elk Grove Unified School District Human Resources Dept.		**916-686-7795**
Elk Grove Unified School District Benefits Dept.		**916-686-5085**
CalPERS	**www.calpers.ca.gov**	**1-888-225-7377**
CalSTRS	**www.calstrs.com**	**1-800-228-5453**
Social Security	**www.ssa.gov**	**1-800-772-1213**