

RETIREMENT CHECKLIST

➤ Contact NYS ERS/TRS

- Confirm Years of Service in NYS ERS/TRS Systems
- Obtain Retirement Estimate
- Attend Retirement Seminars
- Complete Retirement Application

ERS- 1-866-805-0990; (518) 474-7736 or www.osc.state.ny.us

TRS- 1-800-348-7298 or www.nystrs.org

➤ Contact District Human Resources Department

- Confirm Years of Service with the District for insurance purposes, sick leave incentives, contract bonuses.

Susan O'Brien- obriens@scolonie.org (Teachers/TA's/Administrators)

Steve Clikeman- clikemans@scolonie.org (Support Personnel)

➤ Contact District Employee Benefits for questions related to health insurance.

Shirley Kelty- keltys@scolonie.org (All Employees)

➤ WHEN READY TO RETIRE>>Notify District Human Resources Department

- Submit retirement notice to the Assistant Superintendent of Human Resources (Dr. David Perry, perryd@scolonie.org) with a copy to your supervisor. This notice must contain your full legal name, current contact information, building and location, and your last day of work (day before retirement date, i.e. last day of work is June 30th with retirement date of July 1)
- Indicate your intentions regarding continuing your health and prescription drug insurance into retirement (if eligible).
- Indicate your intentions regarding unused sick leave accruals (i.e. I wish to be paid out the sick leave retirement incentive amount per my contract and/or I wish to apply unused sick leave towards additional service credit (ERS only).

- ***Notification deadline for retirement incentives for TEACHERS & TA's is January 15th each year.***
 - ***Notification deadline for retirement incentives for ALL OTHER EMPLOYEES is February 15th each year.***
- **Notify District Human Resources/Payroll Department Regarding any post retirement changes.**
- It is important to maintain an up to date mailing address with the District for tax purposes, etc. Therefore, in the event that you move, please notify the Office of Human Resources and/or Payroll Departments as soon as possible.