



## ATU RETIREE FAQs

2023 - 2024

### HOW TO RETIRE FROM THE DISTRICT

**1. Q. How do I retire from the District?**

A. Complete the PPS Employee Resignation form located at: <https://www.pps.net/Page/18905>.

Mark your resignation form with either retirement option:

- PERS Retirement (NOT PERS Bubble); or
  - PERS Bubble Retirement
- List your last day of work as your resignation date. If you are a PERS Bubble retiree, your last day of work is the last day of your work or school year (example 6/15/24).
  - Indicate if you are retiring with PERS and the effective date, if applicable. PERS requires that you retire on the first of the month.
  - Sign, date, and obtain your Principal or Supervisor's signature.
  - Submit the resignation form to Human Resources (details listed at the end of form).

**2. Q. Where do I find information about retiring from the District?**

A. Information is located at: <https://www.pps.net/Page/18905>

**3. Q. How much notice must I provide?**

A. All ATU employees must provide a 30-calendar day resignation notice.

**4. Q. Will I receive confirmation that the District received my resignation form?**

A. Yes. Once your form is received, HR will send an email confirming receipt.

**5. Q. Do I have to do anything else after I submit my resignation form?**

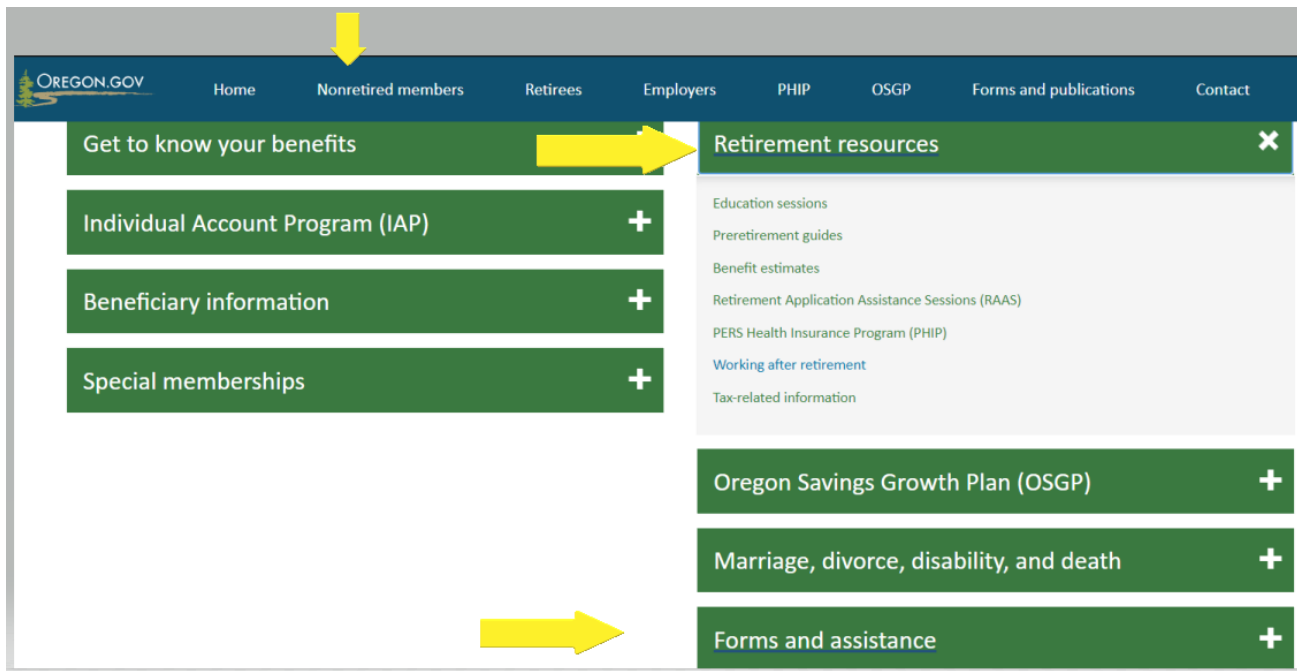
A. No. The District will notify both PERS and Zenith, the Trust's administrator, of your resignation. See question #24 and #31 for information on insurance next steps.

## HOW TO RETIRE FROM PERS

### 6. Q. How do I retire from PERS?

- A. Your retirement from PERS is a separate process from your resignation with the District. You may contact PERS at 888-320-7377 and request retirement paperwork.

Or, you can find information on PERS's website at: [www.oregon.gov/pers](http://www.oregon.gov/pers). To download retirement forms and an estimate request, select the Nonretired Members page. Scroll down to the Retirement resources and Forms and assistance for this information.



Once you have completed your PERS retirement application, be sure to schedule a RAAS appointment (information listed under Retirement resources). PERS will meet with you to confirm that your retirement application is complete. If your application is incomplete, it can take up to 92 days from your retirement date (not the date of your application submission) for your first pension benefit to be paid.

[Individual Account Program \(IAP\)](#) retirement benefits can typically take from 90 to 120 days to process and complete payments or rollovers. Processing is done both by PERS and Voya, which administers IAPs for PERS.

## HOW TO RETIRE - PERS BUBBLE

### 7. Q. What is the PERS Bubble?

- A. The PERS Bubble is an internal reference which describes employees retiring mid-school year (between December 1 - June 1) and receiving their PERS retirement benefit and PPS paycheck concurrently while working through the end of their work year.

### 8. Q. What are the rules regarding retiring and reemployment under the PERS Bubble?

- A. An employee may retire in the PERS Bubble if the following conditions are met:
- Must have a PERS retirement date on or after December 1, 2023 and no later than June 1, 2024; and
  - Must have submitted a PPS Employee Resignation form (form located online at: <https://www.pps.net/Page/18905>) prior to your PERS retirement date; and
  - No internal transfer options are identified; and
  - There is no one on layoff status that is qualified for the position; and
  - Retiree is committing to work through to the end of the employee's work year; and
  - Retiree demonstrates reliable and regular attendance at work and meets all expectations of the assignment while working in the PERS Bubble. Retiree may not be on a leave of absence while working under the PERS Bubble.

### 9. Q. Are there layoffs in my area?

- A. Current layoffs are listed here: <https://www.pps.net/Page/16290>

### 10. Q. What happens when the District reemploys me in the PERS Bubble?

- A. You are committing to continue to work in your current position(s) until the end of your work year.
- You will receive your regular salary (less the 6% PERS pickup contribution).
  - If eligible, you will remain on current active District benefits through July 31, 2024.
  - If eligible, your self-pay retiree insurance benefits will begin August 1, 2024.
  - You do not need to reapply for your job. You will continue in the same position(s) through the end of your work year.

### 11. Q. If I retire in the PERS Bubble, will I need to re-enroll in active insurance benefits?

- A. No, you will not need to re-enroll in your benefits. You and your covered dependents, if applicable, will remain on your active benefits at the current premium rate through July 31, 2024.

## WORKING AS A RETIREE

12. Q. **What PERS Tier am I?**

A. Tier I - Employees hired before 1/1/1996

Tier II - Employees hired between 1/1/1996 - 8/28/2003

OPSRP - Employees hired on or after 8/29/2003

13. Q. **How many hours are PERS Tier I and Tier II retirees allowed to work for a PERS employer once they have retired?**

A. Refer to the charts on page 7. The hours limit and the 6-month break requirement is based on your PERS tier and age at the time of retirement. If you surpass these hours while working for a PERS employer, PERS will unretire you and you may have to pay back benefits received from the date you work over the 1040 hours. **Re-employed retirees are responsible for ensuring they do not exceed this limit in a calendar year.** For more information, refer to the PERS website: [www.oregon.gov/pers/pages/index.aspx](http://www.oregon.gov/pers/pages/index.aspx)

Note: Although some retirees may qualify to work unlimited hours, refer to Senate Bill 1049 information on pages 5 - 7.

14. Q. **If I am a PERS OPSRP member (hired after August 29, 2003), will I be able to retire in the PERS Bubble? What are the hours a PERS OPSRP member can work in a calendar year after retirement?**

A. OPSRP employees may retire under the PERS Bubble, but may be subject to an hour limit and a 6-month break requirement. Refer to the chart on page 7. If you surpass these hours while working for a PERS employer, PERS will unretire you and you may have to pay back benefits received from the date you worked over the 600 hours. **Re-employed retirees are responsible for ensuring they do not exceed this limit in a calendar year.** For more information, refer to the PERS website at: [www.oregon.gov/pers/pages/index.aspx](http://www.oregon.gov/pers/pages/index.aspx)

Note: Although some retirees may qualify to work unlimited hours, refer to Senate Bill 1049 information on pages 5 - 7.

15. Q. **If I work overtime or extended hours, does this count toward my PERS annual number of work hours limit?**

A. Yes, overtime and/or extended hours counts toward the PERS hours limit. You may need to retire later than December 1, 2023 to remain under the 1040-hour limit.

16. Q. **If I continue to work in the PERS Bubble until the end of the school year, will my salary be the same as before I retired?**

## WORKING AS A RETIREE continued

- A. No. You will be paid your pre-retirement salary, minus the 6% PERS contribution. Once you have retired, the 6% PERS contribution is no longer deducted from your paycheck.

### 17. Q. **What happens to my sick leave?**

- A. For Tier I and Tier II retirees, accumulated sick leave is reported to PERS. PERS then uses this when calculating your retirement benefit.

For OPSRP members, PERS does not use sick leave when calculating retirement benefits. Any accrued, unused sick leave will be forfeited at the time of your resignation. However, you may donate your unused sick leave to the ATU sick bank, prior to your resignation date. For PERS Bubble retirees, complete your donation request before your resignation date. See more information here: [Human Resources / Sick Leave Bank Information \(pps.net\)](#)

PERS Bubble retirees will retain an accrual balance equal to one day of sick leave, based on the FTE, for each month worked.

## WORKING AS A RETIREE - Senate Bill 1049

### 18. Q. **What is Senate Bill 1049 and how does it affect me?**

- A. Senate Bill 1049 was signed into law on June 11, 2019 and is effective from 2020 through 2024. In 2023, HB 2296 extended SB 1049 for another 10 years to 2034. Although there are several provisions to this law, one main provision is that some retirees may work unlimited hours at the District. See chart on page 7.

### 19. Q. **How does PERS determine eligibility for Senate Bill 1049?**

- A. See chart on page 7. PERS has provided this as general information for members to understand Senate Bill 1049.

### 20. Q. **Who is eligible to work at the District after retirement with no hour limitations?**

- A. If eligible, a retiree may return to work at the District under Senate Bill 1049 *in hard-to-fill areas only*, which are in the best interest of the District.

## WORKING AS A RETIREE - Senate Bill 1049

Hard-to-fill areas will be reviewed on a position by position basis and are subject to change. The retiree must have been in good standing based on performance evaluations. Reemployment under Senate Bill 1049 will require the supervisor's recommendation before returning to work.

After a request from the hiring manager and review by Human Resources, qualified retirees may be approved to work unlimited hours in hard-to-fill positions. Hard-to-fill positions vary by content area as well as the time of the year.

**Current hard-to-fill positions are listed here:** <https://www.pps.net/Page/16290>

Exceptions may be made for other endorsement areas or positions at CSI or TSI schools or for staff with bilingual or multilingual abilities.

Note: This is not a final, comprehensive list. It is subject to change based on the District's needs.

**21. Q. Is there a limit as to how long a retiree can work under Senate Bill 1049?**

- A. Yes, the duration of a retiree's employment under Senate Bill 1049 will be for a maximum of one year before reevaluation for continued employment. The position may be extended or changed by mutual agreement.

**22. Q. If I am not eligible to return under Senate Bill 1049, can I still work under the PERS Bubble?**

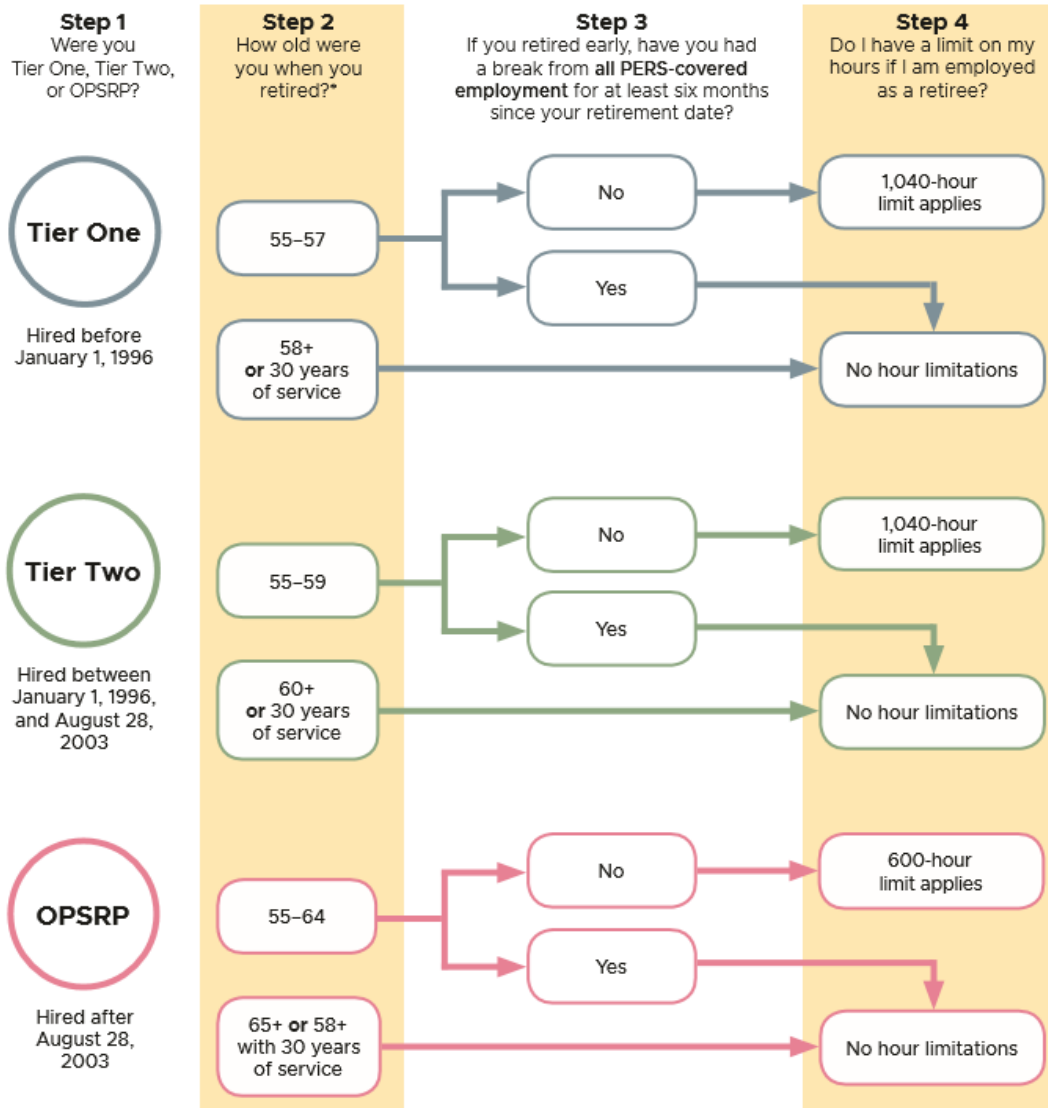
- A. Yes, unless an internal transfer options has been identified or someone is in a layoff status that is qualified for the position.

**23. Q. What happens to my health insurance?**

- A. Health insurance will be offered to a Senate Bill 1049 retiree if they work enough hours as defined by the active employee health plan. If a retiree already qualifies for District-paid retiree insurance, they will remain on their retiree coverage.

## WORKING AS A RETIREE - Senate Bill 1049 continued

*Effective January 1, 2020*



## RETIREE HEALTH INSURANCE

### 24. Q. When I retire, when do my active insurance benefits end?

- A. Active coverage ends on July 31 for PERS Bubble retirees and 260-day employees. Active coverage ends on September 30 for PERS Retirees (Not PERS Bubble).

You will receive a packet of information from Zenith, the Trust's administrator, approximately 2 months prior to when your active coverage ends. The packet will contain plan options, costs

## RETIREE HEALTH INSURANCE continued

and how to remit your portion of the premium, if applicable. If you have questions about early retiree coverage, contact Zenith at:

Phone: (503) 486 – 2107 or (833) 255- 4123

Email: [SD1@zenith-american.com](mailto:SD1@zenith-american.com)

Address: 12205 SW Tualatin Rd. Suite 200 Tualatin, OR 97062

### 25.Q. **IMPORTANT PLAN CHANGE FOR EARLY RETIREES:**

- A. Effective June 1, 2023, you may only enroll eligible dependents upon initial enrollment in an Early Retiree Plan (unless you have a midyear qualifying event).

### 26. Q. **What are my options for health insurance after my active insurance ends?**

- A. If you have retired from PERS, you and your eligible, covered dependents may self-pay for coverage until you or your dependent become eligible for Medicare whether due to age or disability. Medicare generally starts when you turn 65. Self-pay means that you pay the full cost of the premium.

If you are not eligible to retire with PERS at the time of your resignation, you will be offered COBRA continuation (self-pay) for 24 months. You may also purchase health insurance through PERS Health or the Health Care Exchange. See page 10 for contact information.

### 27. Q. **I will be age 65+ when I retire. What happens to my insurance?**

- A. When your active health insurance ends (July 31 or September 30), you and your dependent, if applicable, will need to enroll in Medicare. You can enroll in Medicare up to three months in advance. Your Medicare coverage should start the first of the month *after* your active coverage ends.

To elect Medicare, you can make an appointment with your local Social Security office or you may obtain information at: <https://www.medicare.gov/>.

Medicare may require verification of your employment and health care enrollment for either you or your spouse/domestic partner. Contact the PPS Benefits department at [benefits@pps.net](mailto:benefits@pps.net) and request a “Request for Employment Information (CMSL564E) form”.

### 28. Q. **How do I purchase a Medicare Advantage or a Medicare Supplemental Health plan?**

- A. Health plans are available at PERS Health. Or, you may contact the Senior Health Insurance Benefits Assistance (SHIBA) program. SHIBA provides free assistance with understanding Medicare and Medicare plan selection. See page 10 for contact information.



## GENERAL INFORMATION

29. Q. **If I am paid over 12-months, will I still receive my July and August paychecks after my retirement date?**

A. No. You will be paid out all earned not paid money at the end of the month in which you cease working. This means you will not receive any paychecks from the District in July or August.

30. Q. **What happens if I am contributing to a 403(b) plan?**

A. Your 403(b) contributions will continue to be deducted until you receive your last paycheck. You may stop your 403(b) deductions at any time by updating your election in PPS PeopleSoft Employee Self Service at: <https://selfservice.pps.net/>

If you return to work after retirement and want to restart your 403(b) contributions, you will need to re-enroll in the 403(b) plan.

31. Q. **What happens to my life insurance when I retire?**

A. Life insurance continuation options are available post- retirement through Standard Insurance. Life insurance continuation elections must be made within **60 days** of the termination of your active life insurance. The application and cost for continuation of life insurance is available by contacting Standard at 866-756-8115.

32. Q. **When does my District system access end?**

A. Your access to District systems like email and Employee Self Service will end at the end of the day on the last day of work for your contract year or as of your resignation date.

## CONTACT INFORMATION

Contact	Reason	Phone	Address	Website
PERS Member Service	Retirement Pension Information	888-320-7377	11410 SW 68 <sup>th</sup> Parkway Tigard, OR 97223	<a href="http://www.oregon.gov/pers">www.oregon.gov/pers</a>
PERS Health Insurance Program	Retirement Health Information	800-768-7377		<a href="http://www.pershealth.com">www.pershealth.com</a>
SHIBA (Senior Health Insurance Benefits Assistance) for OR	Medicare information and free assistance with shopping for Medicare Health Plan	800-722-4134		<a href="http://www.SHIBA.Oregon.gov">www.SHIBA.Oregon.gov</a>
SHIBA (Statewide Health Insurance Benefits Advisors) for WA	Medicare information and free assistance with shopping for Medicare Health Plan	800-562-6900		<a href="https://www.insurance.wa.gov/statewide-health-insurance-benefits-advisors-shiba">https://www.insurance.wa.gov/statewide-health-insurance-benefits-advisors-shiba</a>
Social Security Administration	File online for retirement, spouse, disability or Medicare	800-772-1213 (phone appts.) 800-772-1213 (for office appts.)		<a href="http://www.ssa.gov">www.ssa.gov</a>
Standard Insurance	Life Insurance continuation	866-756-8115		<a href="http://www.standard.com">www.standard.com</a>
HealthCare.gov	Individual Health Insurance			<a href="https://www.healthcare.gov/">https://www.healthcare.gov/</a>
Zenith - School District No. 1 Health & Welfare Trust Office	Benefit plan information and retiree enrollment	503-486-2107 or 833-255-4123	12205 SW Tualatin Rd., Suite 200 Tualatin, OR 97062	Email: <a href="mailto:SD1@zenith-american.com">SD1@zenith-american.com</a>
Portland Public Schools	Assistance with retiring from PPS	503-916-3046	501 N. Dixon St. Portland, OR 97227	Email: <a href="mailto:retire@pps.net">retire@pps.net</a>