

**LICENSED SCHOOL ADMINISTRATORS**  
**RETIREMENT FAQs**  
2021 – 2022

**HOW TO RETIRE**

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

- A. Complete the PPS Employee Resignation form located at: <https://www.pps.net/Page/1660>
- Mark your retirement option: PERS Bubble or Retirement - Not PERS Bubble.
  - List your last day of work as your resignation date.
  - 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 on the form).

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

- A. Information is located at: <https://www.pps.net/Page/1660>. Select the “Ready to Retire” hyperlink and then select your group.

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

- A. Employees must provide a 30-calendar day resignation notice.

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

- A. Upon receipt of a resignation notice, the HR Staffing Team will send an email to the employee confirming receipt of the resignation form.

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

- A. No. The District will notify both PERS and OEGB of your resignation. See questions #23 and #30 for information on insurance next steps.

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

- A. Your retirement from PERS is a separate process from your resignation with the District. Contact PERS at 888-320-7377 to obtain a retirement application. Additional information is located on their website at [www.oregon.gov/pers](http://www.oregon.gov/pers). Once we received your resignation form, the District will notify PERS electronically of your resignation date and any other applicable payroll records.

**7. 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:

## PERS BUBBLE

- Must have a PERS retirement date on or after December 1, 2021 and no later than June 1, 2022; and
- Must have submitted a PPS Employee Resignation form (form located online at: <https://www.pps.net/Page/1660>) at least 30 calendar days prior to your PERS retirement date); and
- The District decides to continue the retiree's former 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.

**8. Q. What happens when the District reemploys me in the PERS Bubble?**

- A. You are committing to continue to work in your current position 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, 2022.
  - If eligible, you will receive a \$425 per month early retirement stipend, beginning July 31, 2022 (no exceptions).
  - If eligible, your retiree insurance benefits will begin August 1, 2022.
  - You do not need to reapply for your job. You will continue in the same position through the end of your work year.

**9. 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 current active benefits at the current premium rate through July 31, 2022.

**10. 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

11. 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 chart on page 5. The hours limit 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 (per the PERS chart on page 5), refer to Senate Bill 1049 information on pages 5 - 6.

12. 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 hours limit. Refer to the chart on page 5. 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 (per the PERS chart on page 5), refer to Senate Bill 1049 information on pages 5 - 6.

13. Q. **If I work extended hours or receive a stipend, does this count toward my PERS annual work hours limit?**

A. Yes, extended hours and stipends count towards the PERS hour limit. If your position includes extended hours or stipends, you may need to retire later than December 1, 2021 to remain under the 1040-hour limit.

14. 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?**

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

15. 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 Building Administrator/Non-Rep sick bank, prior to your

## PERS BUBBLE *continued*

resignation date. For PERS Bubble retirees, complete your donation request before your resignation date, which is before your PERS pension start 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.

## Senate Bill 1049

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

- A. Senate Bill 1049 was signed into law on June 11, 2019. Although there are several provisions to this new law, the provision immediately affecting retirees is an unlimited hours allowance.

Effective January 1, 2020, some PPS retirees may be able to work at the District with unlimited hours from 2020 – 2024.

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

- A. Refer to the chart on page 5. PERS has provided this as general information for members to understand Senate Bill 1049.

### 19. 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.

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 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>

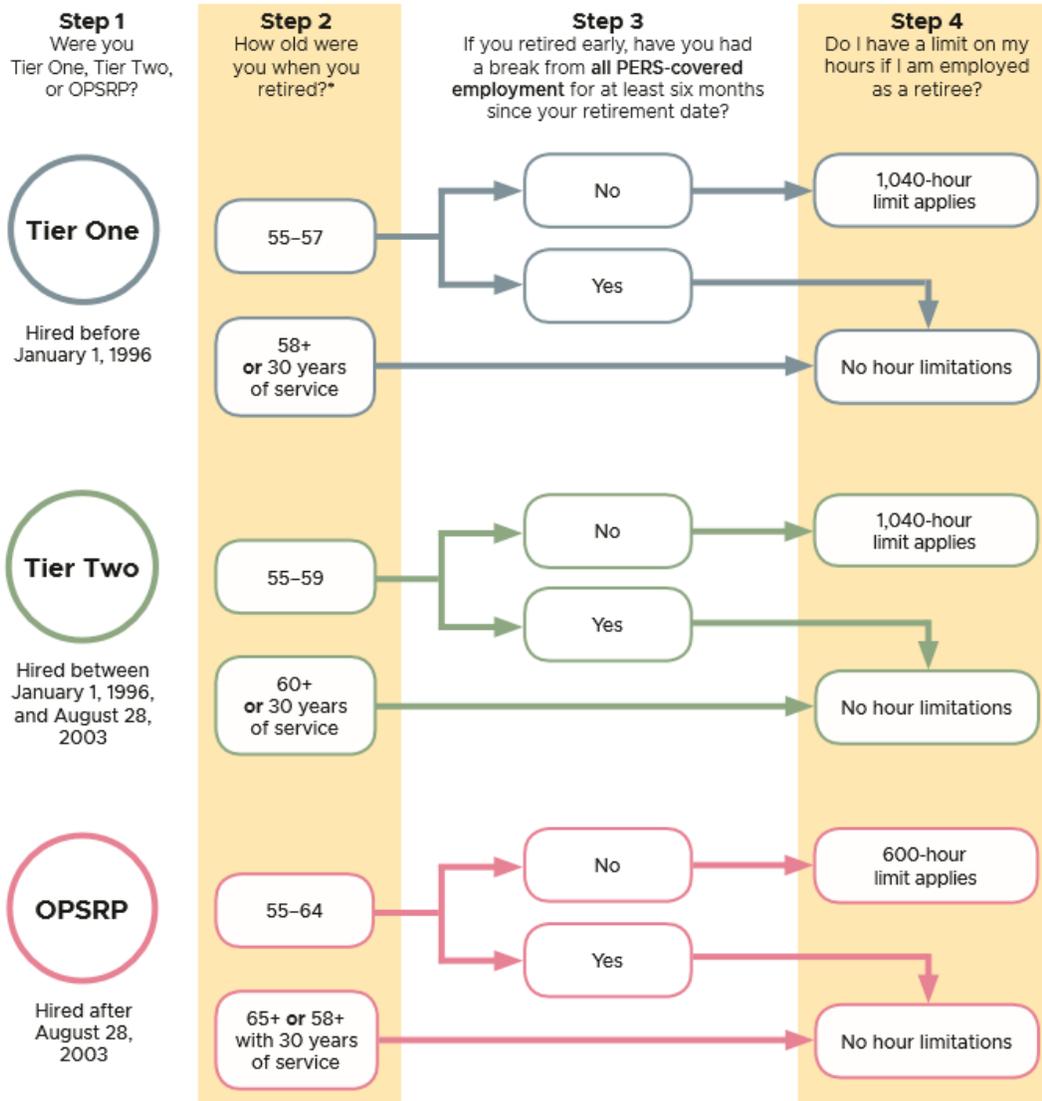
Exceptions may be made for other endorsement areas or positions at CSI or TSI schools or for staff with bilingual or multilingual abilities.

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

### 20. 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.

Effective January 1, 2020



21. 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.

22. 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.

## INCENTIVE INFORMATION

### 16. Q. **What are the requirements to receive the early retirement stipend?**

- A. For Licensed Administrators, they may qualify for the early retirement stipend of \$425/month for 60 months or until age 62, whichever occurs first, if:
- Eligible to retire under PERS
    - For Tier 1, Tier II, or OPSRP, must be at least age 55 and/or have 30 years of credited PERS service.
  - Must have accumulated fifteen (15) years of service with the District as a Licensed Administrator and/or a Teacher by September 30, 2020.

Payment of the early retirement stipend begins on July 31, 2022 (no exceptions).

## HEALTH INSURANCE

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

- A. If you retire under the PERS Bubble and work through the end of your work year, your active coverage will end on July 31.

If you retire at any other time of the year other than the end of the school year, your active coverage end date will vary. If your retirement date is between the 1<sup>st</sup> and the 15<sup>th</sup> of a month, your coverage will end at the end of the month in which you retire. If your retirement date is between the 16<sup>th</sup> and the end of the month, your coverage will end at the end of the following month.

Prior to the date of your active coverage termination, you will receive a packet of information about health care continuation. This packet will contain plan options, costs and how to remit your portion of the premium. Depending on your retirement status, the packet will come from either the District or Benefit Help Solutions. If you do not receive this packet, send an email to [benefits@pps.net](mailto:benefits@pps.net).

### 24. Q. **What are the requirements to receive 60 months of District supplemented retiree health insurance benefits?**

- A. For Licensed Administrators, they may qualify for District supplemented retiree medical insurance for 60 months or until age 65, whichever occurs first, if:
- Eligible to retire under PERS
    - For Tier 1, Tier II, or OPSRP, must be at least age 55 and/or have 30 years of credited PERS service; and
  - Must have accumulated fifteen (15) years of service with the District as a Licensed Administrator and/or a Teacher by September 30, 2020.

## HEALTH INSURANCE continued

This District will pay one-half (1/2) of the cost of coverage for the enrolled spouse/Domestic Partner. The retiree will pay 100% of the cost of dependent children's coverage.

If eligible, you must take the District supplemented coverage at retirement. You may not defer the District supplemented retiree health insurance.

**25. Q. What are my options if I do not qualify for District supplemented health insurance?**

- A. If you are age 55 or older when you retire and you elect PERS retirement when you resign, state statute (ORS 243.303) requires the District to allow you and your eligible, covered dependents to remain on the District's health insurance. You will pay the full cost of the benefits until you are Medicare eligible, which is generally, age 65.

If you do not elect PERS retirement when you resign, you will be offered COBRA continuation (self-pay) for 18 months.

You may also purchase health insurance through PERS Health or the Health Care Exchange. See page 9 for contact information.

**26. 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. Your Medicare coverage should start the first of the month after your active coverage ends.

Medicare requires a 60-day notice to set up your Medicare benefits. You can make an appointment with your local Social Security office to enroll in Medicare or you may obtain information at: <https://www.medicare.gov/>.

Medicare will require verification of your employment and health care enrollment. You may request this from the PPS Benefits department at [benefits@pps.net](mailto:benefits@pps.net). Be sure to ask for a completed Request for Employment Information (CMSL564E) form.

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

- A. Health plans are available at PERS Health. Alternatively, you may contact SHIBA (Senior Health Insurance Benefits Assistance) for free assistance with understanding Medicare and shopping for a Medicare health plan. See page 9 for contact information.

## GENERAL INFORMATION

28. Q. **If I have been 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 prior to your actual PPS retirement date, or in the case of an end of year retirement, June 30. This means you will not receive any paychecks from the District in July or August.

29. 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 in June. 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/psp/ESS/SELFSRV/HRMS/>

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.

30. 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 **31 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.

31. 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 of your last day of work for your contract year, if applicable, 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 Oregon	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 Washington	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	Enroll in Medicare	800-772-1213 (phone appointments)		<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>
OEBB	Retirement Health Information	888-469-6322	500 Summer St. NE, E-88 Salem, OR 97301-1063	Email: <a href="mailto:oebb.benefits@oregon.gov">oebb.benefits@oregon.gov</a>
Portland Public Schools	Assistance with retiring from PPS	503-916-3046	501 N. Dixon Street Portland, OR 97227	Email: <a href="mailto:retire@pps.net">retire@pps.net</a>