

Retirement Package – PSSP

In this Package, you will find several pieces of information for your consideration if you are planning to retire:

1. Notification to the Board
2. DDSB Software and Portal
3. OMERS
4. Starting your Canada Pension Plan (CPP)
5. Health Insurance after Retirement

APPENDICES

- Sample Retirement Letter for the Board

1. Notification to the Board:

Write to the Board notifying them of your intention to retire. Giving the Board advanced notice is suggested (see sample letter in the Appendix below.) You should provide the Board at least **4 weeks'** notice. If this time frame will not work for you, call the District Office for advice.

2. DDSB Software and Portal:

It is important to be aware that once you have retired, you will no longer be on the DDSB email system or have access to the Portal or the Employee Self Serve system. You will also no longer have access to any programs through Microsoft O365 or Google applications. If you wish to retrieve copies of pay stubs, T-4 slips or email contacts you will need to do so before your retirement date.

3. OMERS:

Contact OMERS (Ontario Municipal Employees Retirement System) or access their website and make sure that they have all of the documents they need to process your pension. It is recommended that you make these inquiries at least six months before retirement. You may not realize all of the official documents which are required. These can include items such as:

- TD1 Form (Ontario Personal Tax Credits Return)
- Voided Cheque (for direct deposit)

- Photocopy of Birth Certificate
- Photocopy of your Marriage Certificate (if married) or Affidavit of Relationship
- Photocopy of your spouse's Birth Certificate and SIN number
- Photocopy of Certificate of Divorce or Decree Absolute, if applicable

OMERS Head Office

Office Hours: 8am to 5pm Monday to Friday

Phone: (416) 369-2444

Toll Free: 1 (800) 387-0813

Fax: (416) 369-9704

Fax Toll Free: 1 (877) 369-9704

Email: client@omers.com

www.omers.com

Additional Voluntary Contributions (AVCs)

Similar to RRSPs in some ways, AVCs are administered as part of the OMERS Primary Pension Plan but separate from your OMERS defined benefit pension. Funds in an AVC account are invested in the globally diverse OMERS Fund and earn the OMERS fund net rate of return. Contact OMERS for details.

4. Starting Your Canada Pension Plan (CPP)

As with most pension plans in the country, OMERS is designed to work with the Canada Pension Plan (CPP). Each year, the CPP establishes a maximum amount of earnings on which to base your contributions (for example, in 2019 the maximum is \$57,400). While you were working, you contributed less to the OMERS pension plan on earnings below the CPP maximum, and you contributed more on that portion of your earnings above the CPP maximum.

The defined benefits paid under OMERS, when combined with CPP benefits, are designed to approximate 2% of a member's average annual earnings for the highest-paid 60 consecutive months, multiplied by their years of credited service, to a maximum of 35 years.

The bridge benefit supplements your OMERS lifetime pension until age 65, when it is expected your CPP pension will begin. You can begin to collect a reduced CPP pension any time between the ages of 60 and 65. Regardless of when you decide to take your CPP pension, your OMERS bridge benefit continues to be paid to age 65 and will be reduced at age 65.

When should you begin taking your CPP pension?

While this very personal decision is in your hands, we can offer some advice and point you in the right direction for additional information.

If your expenses will be high during your early retirement years, consider collecting CPP early. By starting a reduced CPP pension early, you may receive it for a longer period of time. However, by waiting until you are age 65, you will receive more each month.

To obtain more details about the factors that might help you make a decision, contact your local Service Canada office or visit their website at www.servicecanada.gc.ca. They can provide you with estimates of your reduced and unreduced CPP pension.

Old Age Security is not integrated with your OMERS pension

Unlike CPP, Old Age Security (OAS) is not integrated with the OMERS pension plan.

You are currently eligible to begin receiving OAS payments at age 65. Full OAS benefits usually are available to seniors who have lived in Canada for at least 40 years after age 18. Partial pensions may be available if residency requirements are not met.

Most retired education workers qualify for the maximum pension from OAS. The maximum is about \$540 a month. The federal government begins clawing back OAS when total net income reaches \$75,910 for 2019.

5. Health Insurance after Retirement

Some questions to think about:

1. Does Extended Health Care become my financial responsibility when I retire or do I have coverage through my spouse?
2. Do I want protection against expensive medical costs?
3. Do I want similar benefits to those I enjoyed as an educational employee?
4. Do I want Semi-Private or Private Room coverage?
5. Will I be travelling? Will I need a comprehensive travel plan?
6. What is my family status? Do I need single, couple or family coverage?
7. Does it cover 80% or 100% of prescriptions? What are the different maximums?
8. Will I need a dental plan?
9. What is the monthly premium?
10. Is medical evidence required?
11. What are the payment methods?
12. Is there a waiting period?
13. Will my survivor be eligible to remain in the plan?
14. Is the Ontario Drug Benefit Plan going to be there when I retire?

Currently, your OSSTF ELHT Medical, Dental and Life insurance plan is run by OTIP. You may have coverage through OTIP for car and home insurance as well. OTIP also offers retiree benefits for education workers called RTIP (or ARM for OSSTF members). OTIP is an insurance company which is wholly owned by the Education Sector affiliates (OSSTF, ETFO, OECTA, EAFO).

RTIP (Retired Teachers Insurance Plan)
Affiliated with ARM (Active Retired Members of OSSTF)
Run by OTIP
www.rtip.com

Below is a brief summary of RTIP for your consideration:

Why choose RTIP?

- Five health care plans to choose from.
- Deluxe travel insurance is included in every RTIP plan and provides coverage for trips up to **95 consecutive days!**
- Option to add dental coverage at any time, without penalty.
- Complimentary access to these important services:
 - CAREpath – the Cancer Assistance Program
 - Express Scripts Canada Pharmacy – a home delivery program that covers 100% of your generic maintenance prescription drug expenses
 - Edvantage – savings, contests and special events
 - The Seniors' Care Assistance Program™ – provided by Bayshore HealthCare

Visit www.rtip.com to learn more!

APPENDICES

Sample Retirement Letter for the Board

Submit via hard copy or email
to Robyn Burns and
cc Paul Brown, Operations Manager
cc your Supervisor
(email: robyn.burns@ddsb.ca, paul.brown@ddsb.ca)

Robyn Burns
Durham District School Board
400 Taunton Road East
Whitby, Ontario
L1R 2K6

Dear Ms. Burns:

I intend to retire from my employment with the Durham District School Board, effective _____. I have been in contact with the OMERS plan to ensure my eligibility to receive a pension and have enclosed a recent pension statement. Please forward any documentation the Durham District School Board will require me to complete if any.

Sincerely,

cc Paul Brown, Operations Manager
cc your Supervisor