



A SUGGESTED PROCEDURE FOR THOSE ASPIRING TO RETIRE



**RETIREMENT  
CHECKLIST**

**ARLINGTON  
TEACHERS'  
ASSOCIATION**

**Arlington Teachers' Association**

46 Davis Avenue, Poughkeepsie, NY 12603

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**President:** Bob Maier

**Elementary Vice President:** Nicolle McMorris

**Secondary Vice President:** Greg Nieman

**Vice President for Membership:** Steve Hertzog

**Treasurer:** Dave Cordella

*Dear Prospective ATA Retiree,*

*The decision to retire requires many adjustments: physical, mental and emotional. In this packet are some suggestions to ease this transition. You have Retirement System, ATA and District benefits. Therefore, all three are included in this process.*

*We have three current district retirement representatives: Nancy Thomas and Christene Way at Overlook Primary and Nicolle McMorris at Noxon. Bill Mueller and Chris Greco at LaGrange Middle are retirement alternates.*



*Ask questions and get information before making the decision to retire. You should be familiar with the requirements of the Retirement System and the procedures you should follow. The retirement process will be effortless if you know what to do and when to do it.*

*Sincerely,*

*Bob Maier*

BOB MAIER

## ... with Arlington

1. [ ] Review and act upon the provisions of the ATA “Collective Bargaining Agreement”, especially those which have application to your circumstances. Suggested reading includes:  
Articles from contract ending June 30, 2025  
Article XV C. (UNUSED ACCUMULATED SICK LEAVE)  
Article XX. (INSURANCE)

### 2. [ ] CALCULATE YOUR SICK LEAVE BUYOUT

**The individual employee health insurance premium is fully paid during retirement regardless of the number of sick days accumulated.**

The following computations refer to family coverage for health insurance upon retirement. The sick days accumulated at retirement are to be converted and utilized according to the following procedure. The computation depends upon the daily rate of pay. The example used assumes \$100,000 salary and 240 sick days.

- a. \$100,000 salary divided by 200 days arriving at the daily rate of \$500.
- b. The first 70 days is subtracted from the total accumulated sick days or 240 days less 70 days equaling 170 days.
- c. The 170 remaining days are multiplied by ½ of the daily rate or in this case \$250 per day giving a figure of \$42,500.
- d. Since the figure in c. exceeds \$18,000 the individual is paid \$18,000.
- e. The excess difference of \$24,500 between c. and d. is multiplied by 2 (in order to be at the full daily rate which is \$500 in this case) resulting in \$49,000. The \$49,000 is then added to the first 70 days times the daily rate or a figure of \$35,000 giving a total of \$84,000 available for family health insurance coverage.
- f. You no longer pay the 12% or 16% for individual health insurance or 12% or 16% for family health insurance as is described in the ATA contract for active teachers. Instead, on a monthly basis, 65% of the family portion of the health insurance premium is subtracted from the dollars available for family health insurance conversion. At this time that amount is \$1059.42 per month for the Healthy Advantage PPO participants and \$941.45 per month for the EPO 20 participants.
- g. When an individual exhausts the family health insurance conversion amount, he or she is notified and is given the option to continue family coverage by having 65% of the family portion of the cost of health insurance deducted from his or her monthly retirement check.
- h. Once you are no longer eligible for family health insurance during retirement, one possible reason being the death of your spouse, you will not be permitted to access the family health insurance conversion amount ever again.

**Spouse Coverage:** When the employee dies, the surviving spouse may continue in the plan, but is responsible for the payment of 100% of the premium. Individuals in this category pay the district directly.

3. [ ] A sample letter which might be used to implement the above is reproduced below. Such letters should always be personally delivered to the Central Administrative Office. Always keep a copy of your letter. Particular note should be made of the JANUARY 10th filing deadline. (See Article XV C.2.)

**SAMPLE LETTER**

Home Street Address  
City, ST Zip

Date

\_\_\_\_\_, Superintendent  
Arlington Central School District  
144 Todd Hill Road  
LaGrangeville, New York 12540

Dear \_\_\_\_\_:

This letter is to inform you and the Arlington Central School District that I am resigning from the Arlington Central School District at the end of the business day, **June 30, 202\_\_** for the purpose of retiring **July 1, 202\_\_**.

I am eligible for the accumulated sick leave benefit according to Article XV C of the Collective Bargaining Agreement between the Arlington Central School District and the Arlington Teachers' Association.

Further, in accordance with Article XX of the above mentioned Agreement, I wish to continue my health insurance with the Arlington Central School District following my retirement. I wish to continue the individual/family plan in which I am presently enrolled.

Please forward all payments and/or communications to my current home address.

Thank you.

Sincerely,  
Name

4. [ ] Watch for the announcement of the New York State Teachers' Retirement System series of Statewide Pre-retirement Planning Seminars. The day-long seminars will feature presentations by various professionals and will also include discussions on financial planning, Social Security, adjusting to retirement, legal considerations, Retirement System benefits and other retirement related topics.
5. [ ] Make an appointment with your financial advisor and/or tax consultant.

6. [ ] Notify the ATA Vice President for Membership and the ATA Welfare Trust Chairperson of any change in your address (you can do this by contacting the ATA Office at 845-454-7002 or ata4547002@aol.com).
7. [ ] Notify the District Business Office if you intend to put any unused accumulated sick leave money into a tax shelter. The payment will be made in the last payroll in June.
8. [ ] Read over the retirement letter and estimated sick day account information you received in early May from the District. Contact the District Benefits Department if you have any questions about life insurance, health insurance, accumulated sick leave benefits, etc. Your actual sick day acct will be mailed after you retire.
9. [ ] Any unused personal days will not convert to money.
- 10.[ ] As soon as you or your spouse reach age 65, you are eligible for reimbursement from the District for Medicare Part B. At that time Medicare becomes primary and your other health insurance becomes secondary. You must file the appropriate form with the District. You can be paid for both the dependent and the member.
- 11.[ ] Do you have the Health Insurance Plan (Family or Individual) that you want to have during Retirement? If not, contact the Business Office and change your health insurance plan at least 3 months prior to retirement. Open enrollment is April to take effect July 1.
- 12.[ ] If you assume an annual mentoring assignment during the school year in which you retire, you shall receive compensation equal to the payment of 2 in-service credits. Payment will be in the last payroll in June.
- 13.[ ] The Arlington School District and the ATA have signed an agreement that advantages our retiring members who are receiving a significant amount of money as the result of the sick leave buyout. Instead of paying the money from the sick leave buyout to a retiring teacher as cash, the payment is made as a non-elective employer contribution to a 403(b) account. This will enable our retiring teachers to avoid paying most of the taxes on the money. The teacher is then free to withdraw the money from the 403(b) account, roll it over to a new or existing 403(b) account, or keep the money invested for the short or long term. Each retiree will be notified of a meeting with benefit administrators at Central Office in the spring. Representatives will answer all questions and help teachers to complete the necessary forms.

The Arlington Teachers' Association Welfare Trust will provide benefits gratuitously for a three-month period following retirement.

You will be contacted in the late summer/early fall by the ATA Vice-President for Membership about renewing your Welfare Trust benefits for October 1<sup>st</sup>.

## . . . with the Retirement System

1. [ ] Obtain an estimate of your retirement allowance. To obtain an estimate of your retirement allowance, write to the Retirement System at this address:

New York State Teachers' Retirement System  
10 Corporate Woods Drive  
Albany, New York 12211

- a. Request at least two (2) estimates--one with, and one without, maximum withdrawal of your annuity contribution. Review information for tax liabilities. You may withdraw part of your annuity without tax liability.
  - b. Include ALL of the following information: name and address, membership and/or social security number, anticipated date of retirement, date of birth and sex of your beneficiary, current salary, amount of termination pay to be received (sick leave buyout, etc.)
  - c. Discuss with your beneficiary the benefits and whom to contact for information.
2. [ ] Consult with a Retirement System representative. Confidential interviews between members and Retirement System representatives are conducted in Albany, or at the Arlington High School. To make an appointment in Albany or at the Arlington High School, call 1-800-348-7298 (ext 6100).

Interviews at Arlington High School are Video Consultations that allow face-to-face communication with a representative located at System headquarters in Albany via video cameras and computers. It's as easy as watching TV and using a telephone. There's even a printer that will print your estimate for you at the site. These private consultations are available year round.

- a. Read the Retirement Systems' BENEFIT PACKAGE (for Tier I and Tier II members); or BENEFITS GUIDE FOR TIER III AND TIER IV MEMBERS (for post June 30, 1976 members) to familiarize yourself with the System's terms. These packets are mailed by the Retirement System to every member together with an "annual statement" in the first several months of each calendar year.
- b. Prepare a list of questions you want answered at your consultation.
- c. Find and take with you your latest Member Annual Statement, the amount of each of the last five years of salary, the amount of any retirement incentive, termination pay, or payment for unused sick leave and a valid photo ID. If desired, the retirement representative will review and/or update the estimate of your retirement allowance, explain the optional allowances, discuss the advantages and disadvantages of defaulting on a loan at retirement and/or withdrawing your special service contributions, review legislation which may affect your retirement, explain post retirement earning provision, or review retirement application procedures.

3. [ ] Claim and purchase from the Retirement System all allowable prior service before your effective date of retirement. This is explained in detail in the benefit package mailed to you by the Retirement System. Changes are possible when the legislature meets in the spring or summer.
4. [ ] Complete payment for claimed military service credit to the Retirement System. Call the Retirement System at 800-348-7298, ext. 6060 if you need help accomplishing this.
5. [ ] Submit to the Retirement System satisfactory proof of date of birth for your beneficiary, if you have chosen a joint-life option. The joint-life option is explained in detail in the benefits package mailed to you by the Retirement System.
6. [ ] Review state tax structure if you plan to move to another state.
7. [ ] Review your Social Security status with a local Social Security Officer. There is a Social Security office in Poughkeepsie at 332 Main St. and the telephone number is 800-772-1213.
8. [ ] Submit your retirement application so that it is received by the Retirement System not more than 90 days nor less than 30 days prior to your effective date of retirement. (retirement application included in the front of this packet)
9. [ ] File a bank depository agreement for direct deposit of your allowance check. All allowance payments are now direct deposit.
10. [ ] Notify the Retirement System of any change in your address.
11. [ ] If you have NYSUT benefits, such as life insurance or the legal plan through NYSUT, call (1-800-342-9810), Member Benefits, to obtain the form to have pension deduction in retirement.

The Arlington Teachers' Association Welfare Trust will provide benefits gratuitously for a three month period following retirement.

You will be contacted by the ATA Vice-President for Membership concerning your benefits before the end of the three month period.

### **TIME LINE FOR JULY 1ST DATE OF RETIREMENT**

JANUARY	REVIEW YOUR MEMBER ANNUAL STATEMENT. INFORM ARLINGTON <b><u>ON or BEFORE</u></b> JANUARY 10th.
FEBRUARY	CONSULT WITH A SYSTEM REPRESENTATIVE AND OBTAIN AN ESTIMATE OF RETIREMENT BENEFITS.
MARCH	MAKE PRIOR SERVICE CLAIM (AND PAYMENT IF REQUIRED).
APRIL 15	SUBMIT RETIREMENT APPLICATION INCLUDED IN THIS PACKET ( 30-90 DAYS ).
MAY	FILE APPROPRIATE FORM(S) TO WITHDRAW ALL OR PART OF ANNUITY SAVINGS FUND. FILE EFT AGREEMENT ( ELECTRONIC FUNDS TRANSFER AGREEMENT). FILE W-P FORM.
JUNE	WITHDRAW RETIREMENT APPLICATION ( IF POSTPONING RETIREMENT DATE ). FULL SICK LEAVE BUYOUT PAYMENT
JULY	EFFECTIVE DATE OF RETIREMENT FILE FORM TO CHANGE OPTION.
AUGUST	RECEIVE 1ST RETIREMENT CHECK.
SEPTEMBER	THE SCHOOL DISTRICT CONTINUES TO NOTIFY THE RETIREMENT SYSTEM OF ANY CHANGE IN EARNINGS THAT WILL CHANGE YOUR FINAL