



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: California State Teacher’s Retirement System (CalSTRS) Information

NUMBER: REF-1450.3

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PURPOSE: The purpose of this Reference Guide is to provide CalSTRS members with retirement related information and resources for assistance.

MAJOR CHANGES: This Reference Guide replaces Human Resources Division REF-1450.2 of the same subject issued August 24, 2009. The changes include new legislation for retired CalSTRS members who are under the age of 60 as well as the earnings limit exception no longer available starting with the 2012-2013 fiscal year.

INSTRUCTIONS: I. Background

ROUTING
All Schools and
Offices

District employees considering retirement are urged to undertake, well in advance of their retirement date, certain steps that are necessary to establish future benefits related to retirement. The employee is responsible for completing and submitting all necessary forms within the specified time limits.

II. Pre-Retirement CalSTRS Benefits Counseling Services

Retirement information is available for members of the California State Teacher’s Retirement System (CalSTRS) at District –hosted pre-retirement workshops and at individual or group counseling sessions with CalSTRS retirement benefits counselors.

Employees anticipating retirement are encouraged to attend at least one pre-retirement workshop held at various District locations. The pre-retirement workshop schedule is publicized each fall and posted on the Human Resources Retirement website at www.teachinla.com/retirement/. Employees are urged to schedule an individual or group counseling session close to age 55 and again during the last school year. Counseling is offered at the locations listed in Section B, below.



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- A. Pre-retirement Workshops: Presentations by CalSTRS counselors include an explanation of how the retirement benefit is calculated, beneficiary options, filing information, and updates on legislation.
- B. Individual CalSTRS Benefits Counseling Sessions: Individual and group benefits counseling sessions (including printed estimates of monthly allowance) are strongly recommended and available by appointment at the locations listed below.

Appointments are particularly important for members who are: (a) nearing retirement, (b) considering the designation or change to a pre-retirement option starting at age 55 or older, (c) interested in the effects of new legislation, (d) contemplating a purchase of service credit or redeposit of previously withdrawn funds, or (e) diagnosed with a medical condition anticipated to last for at least 12 continuous months that may require an application for a CalSTRS disability benefit.

A confirmation letter with the date, time, and location for the appointment will be sent to the employee's home address by the CalSTRS office. Employees should take their latest pay stub from the current school year to their appointment. For all locations, appointments may be requested by calling CalSTRS at (800) 228-5453.

Locations for Individual Counseling Sessions

CalSTRS Glendale Member Service Center
505 N. Brand Blvd. Suite 200
Glendale, CA 91203

LAUSD Central Administrative Offices
333 South Beaudry Avenue
Los Angeles, CA 90017

LAUSD Valley Office
6505 Zelzah Avenue
Reseda, CA 91335

CalSTRS Benefits Counseling services are also offered in Walnut, Antelope Valley, and Santa Monica. Please call (800) 228-5453 for information on these sites.

- C. CalSTRS forms and retirement applications are now accepted at the Glendale Member Service Center. CalSTRS staff is available to review documents from 8:00 am-5:00 pm daily.



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For additional retirement information, employees may write or telephone the California State Teachers' Retirement System, as provided below:

CalSTRS
P.O. Box 15275
Sacramento, CA 95851-0275

CalSTRS call center (800) 228-5453
Fax: (916) 229-3879

To contact CalSTRS via e-mail, go to www.calstrs.com and click on "Contact Us".

III. Application Packet and Filing of Forms

- A. Application Packet: Forms required for retirement are included in a retirement packet available, upon request, from Certificated Placement and Assignments at (213) 241-5100 or for certificated administrators, from Certificated Administrative Assignments at (213) 241-6365.

The retirement packet includes the following documents:

1. CalSTRS Service Retirement Application (Form SR-0059) included in the CalSTRS "Your Retirement Guide" booklet. This booklet contains other forms and instructions necessary to complete the retirement process with CalSTRS. The "Express Benefit Report" (SR 0554E), which is used to convert your illness balance to service credit, must be returned to Payroll Services Branch, STRS Deductions Control, 27th Floor, P.O. Box 513307, Los Angeles CA 90051. The entire booklet or portions of the booklet can be printed from the CalSTRS website under CalSTRS Publications or you may also receive this packet from a CalSTRS benefits counselor.
 2. District Certificated Resignation Form (8152)
 3. District Application for Continuation of Health Benefits Form (HI-22).
- B. Filing Dates: Both the Certificated Resignation Form (8152) and the CalSTRS Retirement Application (SR 0059) are required for employees who wish to retire. Certificated employees must submit the Certificated Resignation Form (8152) to their immediate administrator at least one month in advance of their retirement date. The completed Certificated Resignation Form should be returned according to instructions on the form.



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CalSTRS will accept applications up to the last day of the month in which you plan to retire. However, it is suggested that you submit your application 3 to 6 months in advance.

For your convenience the CalSTRS Glendale Service Center offers CalSTRS application review and acceptance. Applications will be date stamped and sent overnight to CalSTRS headquarters for processing. If you are mailing your application, CalSTRS recommends that the CalSTRS Retirement Application (SR-0059) be mailed by certified mail, with proof of delivery to: STRS, P.O. Box 15275, MS. 65, Sacramento, CA 95851-0275.

Members can also apply for retirement benefits online by registering for mycalstrs at www.calstrs.com.

IV. Effective Dates for Resignation and Retirement

The retirement date will be the first day the employee's retirement benefits begin with CalSTRS. The resignation date with the District will be the day immediately preceding the employee's retirement date. Typically, the resignation date is the end of the employee's last day of paid service or leave of absence. Contact a CalSTRS benefits counselor for assistance in determining your resignation and retirement date.

V. Considerations for Designating Effective Dates

A. Resignation Prior to Completion of Contract Year: Certificated employees are paid on an "annualized" basis (i.e., the anticipated annual salary is "spread" over twelve pay periods). Thus, employees who resign prior to the completion of their annualized contract year may be in an overpaid or underpaid situation which would require a salary adjustment. Employees should contact their time reporter or personnel specialist with further questions regarding the issue.

In addition, resignations prior to the completion of the employee's contract year may have implications with respect to the employee's CalSTRS retirement benefits. Employees should make an appointment to speak with a CalSTRS retirement benefits counselor at (800) 228-5453.



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- B. Completion of Contract Year Prior to June 30: Employees who were assigned to a year-round school effective July 1 and who have completed their contract year prior to June 30 may resign and retire upon completion of their contract year without a reduction of CalSTRS service credit. It is critical that employees refer to the annual spring interoffice correspondence to year-round school principals from the Chief Human Resources Officer for more information on resignation and retirement dates. Employees may also contact their personnel specialist for more information.
- C. CalSTRS Annual CalSTRS Annual Benefit Adjustment: Each year, retired members will receive an increase equal to 2 percent of their initial benefit beginning on September 1 after the first anniversary of their retirement. The adjustment will appear on the October 1 payment. These adjustments are not compounded.
- D. Retirement Bonus: Employees who were paid during the 1992-93 school year and then retire from the District on or after July 1, 1994, may be eligible for a lump-sum cash bonus upon retirement. Eligible employees will be paid a cash bonus determined by multiplying the employee's regular daily rate for the year preceding the retirement date by 20.4. For additional details, refer to the District-UTLA Agreement, Article XIV, Section 1.2, or the District-AALA Agreement, XII, Section 11.0. There is no separate application for the retirement bonus. The resignation form will serve as the application. Additionally, eligible employees do not need to be time reported for the bonus.
- E. Additional Considerations: Various other issues should be considered when designating effective resignation and retirement dates. These include, but are not limited to, the employee's age, years of credited service, etc.

VI. Lump-Sum Payment for Accumulated Vacation from A-Basis Positions

Upon separation from District service, a lump-sum payment for accumulated vacation will be automatically processed by Payroll Services. Payment will be at the employee's salary rate at the time of separation except for vacation hours remaining in the employee's vested vacation bank, which will be paid at the employee's June 30, 1995 salary rate.



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VII. Post-Retirement Employment

- A. It is possible to resign and retire and to be reemployed with the District as a retiree day-to-day substitute, interim administrator, or continue to be employed in the Division of Adult and Career Education. However, there is no guarantee of future reemployment in any capacity. Reemployment is contingent on current District needs and the candidate must meet District selection standards in effect at the time of application.
- B. Retirees who wish to be considered for reemployment should call Certificated Recruitment and Selection Section at (213) 241-5300 for information. For information regarding reemployment under the Division of Adult and Career Education call (213) 241-3171. For information regarding reemployment as an interim administrator call (213) 241-6886.

Earnings Limit After Retirement: There is an annual dollar limit to the amount a retiree may earn within the California public school system. Refer to Personnel Policy Guide E15, Retired Certificated Persons, or www.calstrs.com for the updated annual earnings limitation. **All post-retirement earnings limit exceptions end June 30, 2012. Currently, new legislation has been approved to extend these exemptions.**

Effective July 1, 2002 retiree earnings from extra assignments such as summer school, intersession, and Professional Expert assignments that are certificated in nature (re-titled Temporary Certificated Assignments) will count toward the post-retirement earnings limit unless exempted by law.

New Legislation for retired members who are under age 60: Pursuant to CalSTRS Employer Directive 2010-01, Post-Retirement Earnings Changes for 2010-2011 Fiscal Year, beginning July 1, 2010, retired CalSTRS members who are under age 60 and have been retired for less than six months will be subject to a new restriction if they return to CalSTRS covered employment during that time. Retired members who return to work during this period are subject to CalSTRS reduction of their retirement benefit dollar-for-dollar by an amount equal to their earnings. This change applies to members who retired on or after January 1, 2010. There are no exemptions from this provision, including any exemptions later in this directive.



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VIII. Health and Welfare Benefits

Employees retiring from the District may be eligible to continue certain health and welfare benefits during retirement. For retirement benefit coverage, please refer to UTLA Agreement, Article XVI, Section 4.0 or AALA Agreement Article XIV, Section 4.0.

Applying for retiree health benefits: Application for Continuation of Health Benefits (Form HI-22) and eligibility information are available online at <http://benefits.lausd.net> under publications (retiree Health Benefits Enrollment Form) or by calling (213) 241-4262. Employees are urged to review requirements for continued health benefits prior to their resignation and retirement dates.

IX. Additional Services and Information

- A. Retirement Deductions, Refunds, and Service Credit: Call the District Certificated Payroll Retirement Accounting Unit at (213) 241-3197.
- B. Disability Benefits: Call the Benefits Administration Branch, Office of Risk Management and Insurance Services, at (213) 241-3139. Employee should make an appointment with a CalSTRS counselor at (800) 228-5453 as soon as they have been diagnosed with a medical condition anticipated to last for at least 12 continuous months and could result in a CalSTRS disability benefit.
- C. Life Insurance: District-paid group life insurance coverage does not continue during retirement. However, conversion plans are available for both Basic (District-paid) and Optional (employee-paid) life insurance plan. Also, a continuation decreasing term insurance plan is available for optional life insurance members. Upon retirement, a conversion application will be mailed to you from Metropolitan Life Insurance Company (MetLife). To obtain conversion plan information, you may contact MetLife at (866) 492-6983.

**RELATED
RESOURCES:**

The California State Teachers' Retirement System website: www.calstrs.com

The Human Resources Division Retirement website: www.teachinla.com/retirement/

ASSISTANCE:

For assistance or further information please contact Administrative Assignments Unit at (213) 241-6365.