

Bonita Unified School District Information for Prospective Retirees

If you are considering retirement and don't know where to start, this information may assist you with understanding the general process.

1. Start with Your Pension Provider - CalPERS / CalSTRS

To help you determine whether you are ready to retire, you'll want to start by reviewing your pension benefits and establishing a retirement date with your pension system.

Contact your pension provider and notify them of your intent to retire. A representative will review your contributions, age, years of service and other factors to determine your retirement benefit amount. Pensions are *not* handled at a District level; only a CalPERS/CalSTRS pension representative can assist you with reviewing and processing a retirement application. If you've never worked at least 4 hours and enrolled into PERS, this information will not apply to you.

Contact information for eligible employees is as follows:

CalPERS (Classified Employees) 888-225-7377 www.calpers.ca.gov

CalSTRS (Certificated Employees) 800-228-5453 www.calstrs.com

2. Notify Human Resources

Once you have submitted a retirement application with your respective pension system, notify Human Resources of your retirement. Complete a Retirement Form ([link here](#)) communicating the retirement date established with your pension provider. Submit as follows:

Certificated Retirees – Jane Lamb 909-971-8200 x5401 lamb@bonita.k12.ca.us

Classified Retirees – Sula Ferrer 909-971-8200 x5402 ferrer@bonita.k12.ca.us

3. Continue or Decline Health Benefits

Once Human Resources has received your official retirement notice, a health continuation form will be mailed to you. This form **must** be returned to continue or decline medical, dental and vision coverage into retirement. Retiree benefits and rates can be viewed [here](#). Return forms to Carla LaBreau-Gately in Human Resources at 909-971-8200 x5402, labreau@bonita.k12.ca.us.

Other Helpful Information

Medicare

If you will be over 65 at the time of retirement, you will need to contact Social Security to activate and apply for Medicare Part B (doctors). Medicare will become your primary insurance as of retirement. To prevent a lapse in coverage, allow yourself at least 3 months for this process. CalPERS also offers Medicare supplement coverage. Enrollment is handled exclusively by CalPERS by calling (888) 225-7377.

Unused Sick Leave

Any sick leave remaining at the time of retirement is collected by your pension and converted into service credit. It is used in computing your final retirement benefit.

Certificated employees will receive a “CalSTRS Express Benefit Report” to be completed by Jane Lamb in Human Resources.

Classified employees have their unused sick leave reported to PERS automatically.

For questions regarding your sick leave balances, please contact Payroll as follows:

Classified – Ananda Kohler 909-971-8200 x 5216

Certificated – Jessica Saldana 909-971-8200 x 5213

Unused Vacation Time

Any unused vacation time is paid out to you shortly after your final pay warrant. Questions regarding your balances can be directed to Payroll as listed above.

Working After Retirement

Some employees consider working after retirement. It is important to understand the restrictions of working after retirement by discussing them very carefully with your pension system.

Contact your PERS/STRS pension to understand the conditions for working after retirement. It will be the retiree’s responsibility to track work hours and comply with the pension restrictions.