



Ready For Retirement Checklist



- ✓ Submit a signed letter of resignation stating your intent to retire at the end of the 2023-24 school year to Nancy Jirik/Human Resources **NO LATER** than 5:00 pm, Thursday February 1, 2024. Scan and attach to njirikec@olatheschools.org or send via inter-school mail to Nancy Jirik at the Education Center/HR. **No need to do both. Be certain of your decision to retire because once your letter is received, there is no rescinding your retirement decision.** If you miss the February 1, 2024, notification deadline you miss out on your participation in VERP (Certified Voluntary Early Retirement Plan) or VRP (Classified Early Retirement Plan) **NO EXCEPTIONS!**
- ✓ Learn about and decide which KPERS retirement option works best for your situation, maximum benefit, joint survivor, or life certain option.
- ✓ **Gather documentation** birth certificate and proof of name change, ex: driver's license for yourself and joint survivor, if applicable.
- ✓ Complete the KPERS retirement application. You may complete the application on-line @ www.kpers.org or by hand. **Be certain your application is clear and legible.** KPERS applications are due no later than April 26, 2024, regardless of your retirement date. **Please have your KPERS Application filled out prior to your conference.**
- ✓ After your retirement letter is processed, you will receive a detailed email about next steps in the retirement process. You will receive instructions about how to schedule an " in-person" retirement conference at a convenient date and time. During the retirement conference your KPERS application will be reviewed, signatures notarized, and you will receive your applicable district retirement benefit information. **Please have your KPERS Application filled out prior to your conference.**
- ✓ **IMPORTANT MESSAGE FROM TECHNOLOGY:** Staff leaving the district **MUST** make an appointment to return mobile devices to the Technology Support Center. Contact the Help Desk at 913-780-8058.

What Happens Next?

- ❖ Reply to the Retirement Conference email to schedule your final review with Nancy Jirik.
- ❖ Watch for an email from Nancy Jirik when KPERS has all documentation required or needs additional information to move your application forward. **Please make this a high priority response when additional information is needed.**
- ❖ Certified benefits end on July 31st no matter what retirement date is selected. This includes building administrators. District Administrators end June 30th.
- ❖ Classified benefits end based on your retirement date and/or payroll spread date range. For example: You are paid on the spread, September 15th through August 31st, your benefits would end August 31st. Your final paycheck would be processed no later than one pay period after your retirement date and include all wages owed with applicable payroll deductions applied.
- ❖ Upon eligibility, TIAA Investments (VERP/VRP) will send you information via US.Mail and WEX the HRA vendor will send you information via personal email.
- ❖ Your KPERS benefit will be deposited into your bank account on the last business day of your retirement month. **Remember your retirement date is always the first of the month, not the last day you worked.**

Volunteer Opportunities at Olathe USD 233-Make a Difference! Continue to Support Olathe Schools.

- ❖ Join the Olathe Public Schools Retired Employees Association-enjoy retirement, stay connected and have FUN! Contact the Community Development Office for more information at 913-780-8182.
- ❖ Join Volunteers Serving Schools Program-Mentor, Assist, Support. Contact the Volunteers Serving Schools office for more information at 913-780-8237.
- ❖ **The KPERS mandated waiting period to return to work after retirement applies to all volunteer work at a KPERS affiliated employer. Remember age 62 at retirement, 60 day waiting period and under age 62, 6 months waiting period.**