Pre-retirement Checklist for HFM BOCES Employees

Before you do any of the following things, be sure to schedule and attend a planning session with your retirement system!

Specifically:

Contact retirement system (ERS or TRS) to discuss your planned retirement date. Your retirement date with ERS/TRS needs to be at least one date after your end date with HFM BOCES. Ex. You plan to file for retirement on December 1. Your retirement date with HFM BOCES needs to be on November 30 or earlier.

- Make sure you confirm with the retirement system that your chosen date will not negatively affect your benefits.

How do I get paid for Sick or vacation time:

Employee may be eligible to receive a sick/vacation leave payment at the time of retirement. To determine eligibility, refer to your collective bargaining agreement or contact Cortney Siddon at x4690 or csiddon@hfmboces.org.

- Depending on your contract, you have to retire on a specific date with a specific notification deadline to be paid for your accrued time.

How do I set up retiree Health Insurance Benefits

Questions regarding health and dental insurance in retirement should be directed to Christine Eaton at x4300 or ceaton@hfmboces.org.

What documentation does BOCES need from me?

- Submit a letter, stating the date you intend to retire, to your supervisor. Your retirement date will be recorded on the next available Board agenda.
- After the Board meeting you will receive an email from Cortney Siddon formalizing whether you do or do not qualify for a sick/vacation leave payment. If you do qualify then another email will follow, about 30 days prior to your retirement date. This email will include forms allowing you to choose how you want to receive your payment. Once completed, send the original copies of these forms back to Cortney Siddon in the Business Office. Payment can be processed in the first available payroll after your retirement date.

Can I work as a retiree after my retirement date?

- The New York State retirement system requires a bona fide separation from employment when you retire. There should be no plan or discussion of any future work. Simply said – just retire and enjoy your new life. If you later want to explore opportunities, you can check our postings and apply.