

Retirement Notification/Request to FERP Process Guide

ATTENTION: This form is for the intended use of the Notification of Service Retirement and Request to FERP

If you are planning to **separate** from or **resign** from the University, you **DO NOT** need to complete the following forms. A formal letter stating your separation from the University is required. This letter must be sent to the appropriate department representative and will serve as sufficient notification of your departure.

If you are a **Lecturer OR Non-Tenured faculty member**, you will only need to fill out the section labelled: **Service Retirement Date**

If you are a **Tenured faculty member**, you will need to fill out the sections labelled: **Service Retirement Date** AND **Faculty Early Retirement Program**

Please read the following before completing the document:

Service retirement in CalPERS is available to qualifying employees who have reached the normal retirement age (depending on your retirement formula), consistent with CalPERS rules and pursuant to the California Code of Regulations (CCR) §586.1.

Please note, that although CalPERS service retirement is available to qualifying employees, Faculty Early Retirement Program (FERP) participation, per **Article 29** of the Collective Bargaining Agreement, entitles eligible tenured faculty no more than five consecutive years of FERP employment after service retirement.

Eligible tenured faculty unit employees as defined in provision 2.13(d) who have reached the normal retirement age, consistent with CalPERS rules and pursuant to the California Code of Regulations (CCR) §586.1, subject to the conditions following, participate in a Faculty Early Retirement Program (FERP).

IMPORTANT: Eligible faculty must officially retire **PRIOR** to the beginning of the academic year that one opts to participate in FERP. For retirement during the academic year opt to participate in FERP shall be following the new academic year.

Please e-mail FERP@csulb.edu if you have any questions or (562) 985-5212.

Please be aware that while participating in FERP, your FERP appointment is your maximum allowable work assignment as a retired annuitant.

*The CalPers "Employment After Retirement" guide defines retired annuitant workload limits. There are no exceptions to these limits and exceeding the limits **can** have a serious **impact** on your retirement. In addition, retired annuitants may not volunteer for work that is normally compensated.*

By initialing each section below, you are confirming that you have reviewed each step in the Retirement Notification/Request to FERP process, as outlined in this document

Step 1: Initiate Service Retirement

Please contact Faculty Affairs for details and options to consider in your decision in the service retirement process. Following consultation with Faculty Affairs, please contact Benefit Services for assistance with identifying a service retirement date* and completing the CalPERS retirement application. [* To be eligible for CalPERS health coverage and service credit as a retiree, an employee must retire within 120 days of their last day of employment.]

Initial Here: _____

Step 2: CalPERS Application

To officially retire from the university, a CalPERS service retirement application must be completed and submitted online or by hard copy (notarized and received in a local CalPERS office or via mail to Sacramento). If you are married, notarized signatures are required.

A faculty member is not considered retired until CalPERS has confirmed your service retirement application. The university cannot retire an employee or authorize participation in FERP until your CalPERS service retirement application is fully processed.

Initial Here: _____

Step 3: Retirement Notification

When your CalPERS service retirement application is fully processed, the university will need to be notified regarding your full-service retirement or service retirement and request for FERP participation (may not exceed 50% in the year preceding retirement). As part of the process, please submit the Faculty Affairs "Retirement Notification/Request to FERP Form". Should your retirement plans change, please **notify** the Chair, Dean, Faculty Affairs, and Benefit Services **immediately in writing** of your decision to postpone or rescind your retirement notification. Additionally, you must formally rescind your CalPERS application and **notify** CalPERS immediately at, (888) 225-7377, and **NOT** cash your first pension payment.

Initial Here: _____

REMINDER: It is your responsibility to complete and submit the required CalPERS Retirement Application to officially retire.

Please note that your selected assignment of FERP is at the discretion of the University and requires approvals, dependent primarily upon the recommendation of the department chair and dean and their assessment of program impact.

FORMAL NOTICE: A copy of this form will be forwarded to your Dean, ASM, Department Chair, and Benefit Services on your behalf, and an additional copy will be retained in your personnel file.