



ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION DISTRICT 11 THAMES VALLEY

3232 White Oak Road, London, ON, N6E 1L8

Phone: (519) 659-6588 Web: www.osstf11.com

CEI RETIREE'S CHECKLIST & INFORMATION

1. Contact the appropriate Pension plan and request a Pension Application Form or complete form online.

- **Ontario Teachers' Pension Plan (OTPP)** 1-800-668-0105, Fax: 1-800-949-8208. Have your SIN number ready when you call. The Pension Application Kit may be downloaded from www.otpp.com
- **Ontario Municipal Employees' Retirement System (OMERS)** 1-800-387-0813, Fax: (416) 369-9704 www.omers.com

****NOTE: OTPP members can apply to retire online**, provided that they are registered for **iAccess Web**, the secure OTPP website section. To complete the registration form for this personalized pension service, go to www.otpp.com or call OTPP.

2. Notify the TVDSB by email (l.griffith-jones@tvdsb.ca) with a letter 2 MONTHS PRIOR TO THE DATE OF YOUR RETIREMENT to the Superintendent of Human Resources, Lynne Griffith-Jones, in Organizational Support Services stating your intent to retire to Pension with the effective date and send a copy of your letter to OSSTF District 11 President, John Bernans (johnbernans@osstf11.com) Include your **home address** and **home email**. A sample letter is attached. Human Resources will confirm your letter and send information on gratuities (if it applies to you).

****NOTE:** Getting on the TVDSB supply list can be challenging. In some cases, where there is a very special need, people may be hired post retirement. DO NOT plan to supplement your pension with supply work.

3. Contractual language on **Resignation/Retirement Dates** can be found in Article L22.00 in the CEI Collective Agreement. **LEAVES** to retirement can be accessed by requesting a leave from the beginning of a semester until the actual retirement date. This leave request should be used by members retiring at a date other than dates accepted by the Board as stated in Article L22 of the Collective Agreement. The member will need to arrange with the **Ontario Teachers' Pension Plan (OTPP)** or **Ontario Municipal Employees' Retirement System (OMERS)** to purchase credit for the time on leave. Members requesting a leave who wish to maintain their dental, health and life insurance benefits while on leave should contact **OTIP Benefits Services at 1-866-783-6847**.

4. When you are eligible for a **Canada Pension Plan** (age 60 or greater), you may take early CPP. Taking your CPP early will not affect your Teachers' pension. Your pension will be reduced the month after your 65th birthday to reflect its integration with CPP. For information on CPP or Old Age Security call **1-800-277-9914** for an application or check [Government of Canada website](#)
5. Retirement Benefit Plans:
 - A) RTO (Retired Teachers of Ontario) provides a Retirees Health and Dental Plan through Johnson Insurance. Contact 1-800-361-9888 or check www.rto-ero.org for more information.
 - B) OSSTF Active Retired Members' (ARM) organization offers several benefit plans through Ontario Teachers' Insurance Plan (OTIP). Please call 1-800-267-6847 or check www.otip.com for more information. Edvantage membership continues for members who carry benefits with ARM (OTIP).
 - C) RTIP (Retired Teachers Insurance Plan) offers several different plans for retired teachers and educational workers through OTIP. ARM and RTIP Deluxe Travel Insurance is also available.

Retiring members are encouraged to check the OTIP website comparison chart for more plan information and applicable rates.

6. Fill out the [OSSTF Retirement Dinner Google Form](#) in preparation for the **Annual Retirement Dinner** being held on **June 10, 2026. Save the date!**

Notice of Retirement Sample Letter #1

- ☐ "Cut and paste" this letter into a word processing document. Insert names and dates as they pertain to you.
- ☐ Details about retirement/resignation dates can be found in Article L22.0 of the Collective Agreement
- ☐ Retirees should send a copy of their letter to the District Office so that the office is aware of their retirement. It is a good idea to include your home address. The Office also maintains an email list of retirees and this address should also be given to the District Office.

Date

Ms. Lynne Griffith-Jones, Superintendent of Human Resources
Thames Valley District School Board
1250 Dundas Street
London, Ontario N5W 5P2

Dear Ms. Griffith-Jones:

It is my intention to retire on (date) _____. Therefore, please accept this letter as my notice of retirement effective (date) to the **(choose the plan that applies to you) Ontario Teachers' Pension Plan (OTPP) or Ontario Municipal Employees' Retirement System (OMERS).**

This is in accordance with Article 22 of the District 11 Continuing Education Instructors Bargaining Unit Collective Agreement.

Please forward to me all the necessary documentation and information pertinent to the retirement process and information on the TVDSB's benefit plan for retirees.

Please indicate your receipt of this letter at your earliest convenience. Thank you for your cooperation.

Sincerely,

cc Principal of your school
John Bernans, District President, OSSTF District 11



Thames Valley District School Board Application for Occasional Teaching by Retired Employee

Employee Information

First Name	Last Name
Phone Number	Personal Email Address
Employee ID	OCT Registration Number
Date of Retirement (mm/dd/yr)	Resignation Date within the past 6 months
	Yes / No (circle one)

Documents Required for Submission

- ☐ Completed application form **inclusive of Principal endorsement**
- ☐ A copy of most recent teacher evaluation
- ☐ Proof of Completion of Annual Offence Declaration/WHMIS Review/IT Security Declaration
OR
**Criminal Record Check including Vulnerable Sector
(applicable if beyond 6 months of retirement)**
- ☐ Proof of OCT in Good Standing

I hereby submit my interest to the TVDSB to be added to the Occasional Teacher Roster. I confirm that my employer has confirmed acceptance of my resignation without condition, and I have paid any applicable gratuity.

Signature: _____

Date: _____

I hereby endorse this application to the Occasional Teacher Roster.

Principal Signature: _____

Date: _____

For Human Resources Use Only

☐ HRS Approval

☐ OTE / ☐ OTSSignature:

Date: _____

Clare MacMillan, Acting Staffing Supervisor

*Please submit completed application to Jessica Grison Roeder (j.grisonroeder@tvdsb.ca) and Shauna Patrick (s.patrick@tvdsb.ca)