

## **TBU 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](http://www.otpp.com)
  - **Ontario Municipal Employees' Retirement System (OMERS)** 1-800-387-0813, Fax: (416) 369-9704 [www.omers.com](http://www.omers.com)

**\*\*NOTE: OTPP members can apply to retire online** if 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](http://www.otpp.com) or call OTPP.

2. Notify the TVDSB by email ([l.griffith-jones@tvdsb.ca](mailto:l.griffith-jones@tvdsb.ca)) with a letter **BEFORE THE 1<sup>ST</sup> DAY OF THE MONTH** to the Superintendent of Human Resources (Lynne Griffith-Jones) in Organizational Support Services stating your intent to retire to Pension with effective date (use the last day of the month); and send a copy of your letter to OSSTF District 11 President, John Bernans ([johnbernans@osstf11.com](mailto: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 is not a guarantee. 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 can be found in Article 7.00 in the TBU 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 7 of the Collective Agreement. The member will need to arrange with the **Ontario Teachers' Pension Plan (OTPP)** 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. **Long Term Disability** premiums **DO NOT** have to be paid for the last **110 working days** before retirement date (or expiration of sick leave, whichever is longer) **OR** If you have achieved a **60% unreduced service pension (30 years of teaching)**. If you wish to terminate your LTD coverage, you can download and print off the **LTD Premium Termination Form** from [www.osstf11.com](http://www.osstf11.com) under the **Resources – LTD** tab or contact the office for a copy. To discontinue coverage, please SCAN a copy of your LTD termination form to: **OSSTF District 11 ([district11@osstf11.com](mailto:district11@osstf11.com))**.

5. 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 teachers' pension will be reduced the month after your 65<sup>th</sup> 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 [Old Age Security](#) or [Canada Pension Plan](#).

6. **Payroll:**

- a. College of Teachers fees are collected in January. If your retirement date is January 31st or end of semester one, you can contact Cathy Hamilton in payroll ([cathy.hamilton@tvdsb.ca](mailto:cathy.hamilton@tvdsb.ca)) and request in writing to have College fees not deducted for the new teaching calendar year. The College does not officially suspend licenses for non-payment of fees until April.
- b. For all retirements at the end of a month, the TVDSB Payroll department will provide a pay adjustment usually on your last pay cheque. The later in the school year you retire, the bigger the pay adjustment will be.

7. **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](http://www.rto-ero.org) for more information.
- b. **RTIP (Retired Teachers Insurance Plan)** offers several different plans for retired teachers and educational workers through OTIP. 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.

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



## ORGANIZATIONAL SUPPORT SERVICES HUMAN RESOURCES

**MEMO TO:** All Administrators

**FROM:** Linda Nicholls, Superintendent of Human Resources

**C:**  
B. Martin, Manager, Human Resources  
A. Moulton, Acting Staffing Supervisor  
C. Parker, Staffing Officer

**SUBJECT:** Retiree Options for Occasional Teaching for the 2019-2020 school year

**DATE:** April 5, 2019

Upon review, Human Resources will now consider applications from retirees to be added to the Occasional Teacher Roster, without an interview process, within the following guidelines.

Please note (Ontario Teachers' Pension Plan restrictions as quoted from their website):

If you plan on working after retirement, your arrangement to return to work in education directly or indirectly for a participating employer must be made after the later of the date we receive your pension application or the date of your resignation.

A resignation is considered valid only if:

- your employer confirms acceptance of your resignation without condition;
- no arrangement has been made to return to work in education; and
- You have either received, or arrangements have been made to pay, any applicable gratuity.

### **Retirees applying within 6 months of retirement:**

- Retirees will email the Staffing Officer, Corissa Parker, directly at [corissa.parker@tvdsb.ca](mailto:corissa.parker@tvdsb.ca) after June 30. Attached to the email will be a completed application form including the Principal's endorsement (which may include consultation from previous administration) and a copy of the most recent teacher evaluation, proof of OCT standing, and proof of completion of the Annual Offence Declaration, WHMIS Review and IT Security Declaration through the employee portal.

### **Retirees applying beyond 6 months of retirement:**

- Retirees will email the Staffing Officer, Corissa Parker, directly at [corissa.parker@tvdsb.ca](mailto:corissa.parker@tvdsb.ca). Attached to the email will be a completed application form including the Principal's endorsement (which may include consultation from previous administration) and a copy of the most recent teacher evaluation, proof of OCT standing and a Criminal Record Check which includes a Vulnerable Sector check.

An internal screening process will occur and those who will be successfully added to the Roster will receive an email confirmation. Additions to our Roster are assessed annually based on operational needs.



# 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

- A copy of most recent teacher evaluation
- Proof of Completion of Annual Offence Declaration  
OR  
**Criminal Record Check including Vulnerable Sector  
(Applicable if beyond 6 months of retirement)**
- Proof of OCT in Good Standing

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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: \_\_\_\_\_

**For Human Resources Use Only**

HRS Approval

OTE /  OTS

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Jessica Grison Roeder, Staffing Specialist

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**\*Please submit completed application to Jessica Grison Roeder [j.grisonroeder@tvdsb.ca](mailto:j.grisonroeder@tvdsb.ca)**

# Notice of Retirement Sample Letter

## DATE

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

Dear Ms. Lynne Griffith-Jones:

It is my intention to retire on (date) \_\_\_\_\_. Therefore, please accept this letter as my notice of retirement effective (date) to the Teachers' Pension Plan.

This is in accordance with Article 7 of the District 11 Teachers' Bargaining Unit Collective Agreement. Please forward to me all the necessary documentation and information pertinent to the retirement process, application for the retirement gratuity (if you are eligible) 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  
(johnbernans@osstf11.com)