



**ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION
DISTRICT 11 THAMES VALLEY**

680 Industrial Road London, Ontario N5V 1V1

Phone: (519) 659-6588 Fax: (519) 659-2421 Web: www.osstf11.com

PSSP RETIREE'S CHECKLIST

Notify the TVDSB (Fax HR: 519-452-2478) with a letter to the Associate Director of Organizational Support Services stating your intent to retire to Pension with effective date; copy letter to OSSTF District 11 President (Fax:519-659-2421) Include your **home address** and **home email**. Sample letter attached.

HR will acknowledge your letter and send you a retirement package and any relevant information about communication about your retirement with OMERS, CPP, Board Retiree Benefit and life insurance plans, and gratuities if applicable.

The TVDSB benefit administrator assigned to the PSSP bargaining unit is Nancy McWebb, and you can contact her if you have questions regarding the OMERS pension application process, LTD, retiree benefits, or retiree life insurance premiums after you indicate your intention to retire. Call **519 452 2000, extension 20257**, or email her at n.mcwebb@tvdsb.on.ca

For further information about your pension plan, contact www.omers.com **Ont. Municipal Employees' Retirement System (OMERS)** 1-800-387-0813, Fax: (416) 360-0217 Have your social insurance number ready when you call.

When you are eligible for a **Canada Pension Plan pension** (age 60 or greater), you may take early CPP. Taking your CPP early will not affect your OMERS' pension. Your OMERS 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 for an application **1-800-277-9914**. To apply, see: <http://www.esdc.gc.ca/en/cpp/index.page>
<http://www.esdc.gc.ca/en/cpp/oas/index.page#how>

FYI: If you plan to retire effective June 30th, you will receive the balance of your salary (July & August) usually on your last June pay cheque. Pension payments from OMERS are direct deposited at the beginning of each month, however, the first payment may be delayed due to timelines and processing of your documents. For Jan. 31st retirement dates, the TVDSB Payroll department will provide a pay adjustment usually on your last January pay cheque.

FYI: Last day of TVDSB Board Benefit coverage is the last day of employment (eg. June 30th)

Retirement Benefit Plans:

TVDSB offers a Retirees' Standard Health and Dental Benefit Plan as well as Life Insurance. The board sends information about these options to retirees. The current retiree plan can be found in the employee portal under Organizational Support Services/Human Resources/Support Staff/Benefits.

OSSTF Active Retired Members' (**ARM**) organization offers benefit plans through OTIP.
OTIP: 1-800-267-6847 www.otip.com

ARM – Active Retired Members offers several different plans. Edvantage membership continues for members who carry benefits with ARM (OTIP).

RTIP (Retired Teachers Insurance Plan) offers several different plans for retired teachers and educational workers through OTIP (Ontario Teachers Insurance Plan).

Notice of Retirement Sample Letter

"Cut and paste" this letter into a word processing document. Insert names and dates as they pertain to you.

Retirees should send a copy of their letter to the District Office so that the office is aware of their retirement. Please include your home address. The District Office also maintains an email list of retirees and this address should also be given to the District Office.

DATE

Mr. Jeff Pratt, Associate Director
Associate Director of Organizational Support Services
Thames Valley District School Board
1250 Dundas Street
London, Ontario N5W 5P2

Dear Mr. Pratt:

Please accept this as notification of my retirement to OMERS Pension Plan effective (*date*). This is in accordance with The Employment Standards Act.

Please forward to me all the necessary documentation and information pertinent to the retirement process, application for the retirement gratuity (if eligible) and information on the TVDSB's benefit and life insurance plan for retirees.

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

Sincerely,

cc *supervisor*
 Blair Middleton, OSSTF District 11 President

Retirees should send /fax a copy of their letter to the District Office so that the office is aware of their retirement. Please indicate home address. The Office also maintains an email list of retirees and this address should also be included.

*Fax this letter to Human Resources: 519-452-2478
Fax this letter to OSSTF District 11: 519-659-2421*