



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

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
 - Ontario Municipal Employees' Retirement System (OMERS)**
1-800-387-0813, Fax: (416) 360-0217 www.omers.com

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

2. Notify the TVDSB (**Fax HR: 519-452-2478**) with a letter to the Associate Director in Organizational Support Services stating your intent to retire to Pension with effective date; and send a copy of your letter to OSSTF District 11 President (**Fax:519-659-2421**). Include your **home address** and **home email**. Sample letters have been attached. Human Resources will acknowledge your letter by sending you a confirmation.

NOTE: Getting on the TVDSB supply list is increasingly difficult. 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 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 **80 working days** before your retirement date **(or expiration of sick leave, whichever is longer)** **OR** if you have achieved a **64% unreduced service pension (32 years of credit)**. If you wish to terminate your LTD coverage, you can download and print off the **LTD Premium Termination Form** from www.osstf11.com under the **Forms and Links** tab or contact the office for a copy. To discontinue coverage, please **FAX or SCAN** a copy of your LTD termination form to: **OSSTF District 11, Fax: 519-659- 2421**.

5. When you are eligible for the **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 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 www.hrdcdrhc.gc.ca/isp.

6. A) If you do not plan to do Occasional teaching or renew your **Ontario College of Teachers' fees**, download a **Notice of Retirement** form from www.oct.ca. Complete the form to change your status on the public registry to "retired" rather than "suspended for non-payment of fees."

B) College of Teachers fees are collected in January. If your retirement date is January 31st or end of semester one, you can contact Sharon Piwowarczyk (s.piwowarczyk@tvdsb.on.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.

C) **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 OTPP will then begin on the last day of July. For January 31st retirement dates, the TVDSB Payroll department will provide a pay adjustment usually on your last January pay cheque.

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 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.

Notice of Retirement Sample Letter #1

(For those teacher members retiring at the end of a semester.)

- "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 7 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

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

Dear Mr. Pratt:

Please accept this as notification of my retirement to Teachers' Pension Plan effective (date). 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

Lisa MacMaster, District President, OSSTF District 11

Notice of Retirement Sample Letter #2

(For those teacher members retiring during a semester.)

They will have to apply for a leave of absence commencing at the beginning of the semester or term in which they will be retiring.

- "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 7 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

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

Dear Mr. Pratt:

It is my intention to retire during the period from (date) to (date) _____. Therefore please accept this letter as my application for a leave of absence to begin (date) until (date) and 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,