

Understanding Our Retirement Process

PGCPS Benefits Services



Table of Content

What does the Retirement Coordinator do?

When am I eligible to retire and how much will I get?

Retirement Timeline

How do I apply for retirement?

Can I come back to work after I retire?

Can I keep my health insurance in Retirement?

Do I need Medicare Part B?

What happens to my Life Insurance in Retirement?

What happens to my FSA in Retirement

Contact Information

The Role of HR/Office of Retirement is to:

- Provide guidance regarding retirement issues.
- Help you complete the necessary MSRA forms.
- Process and forward forms to the MSRA.
- Help you enroll in Retiree healthcare benefits.
- Provide guidance on applying for Medicare Part A&B
- Facilitate your leave pay out (Special Pay Plan).



Retirement Systems

Two possible plans:

Hired before July 1, 2011 Alternate
Contributory (Teachers or Employees)

Hired after July 1, 2011 Reformed plan
(Teachers or Employees)

- **Hired before July 1, 2011**
Alternate Contributory
 - Eligible for full retirement when one of the two qualifications are met:
 - Age 62 with at least 5 years of service
 - 30 years of service regardless of age

- **Hired after July 1, 2011 Reformed Plan**
 - Eligible for full retirement when one of the two qualifications are met:
 - Age 65 with at least 10 years of service
 - Rule of 90 – when your age plus years of service equal 90
 - Example: 30 years of service and age 60 (full retirement)

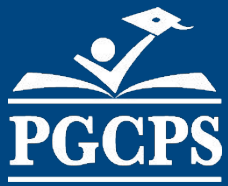


MySRPS Account

Retirement Coordinators are NOT employees of MSRA and are NOT authorized to counsel or provide members with specific benefit information.

To review your earliest retirement date, check years of service, or get an estimate of your monthly pension amount you will log into your MySRPS Account.

Directions for creating an account.



Retirement Timeline - Recommended

By MSRA

9-12 months prior to retirement

- Create/Log into your [MySRPS account](#) for an estimate.
- Apply to purchase any eligible service. (Form 26)
- Apply for active duty military service credit. (Form 43)
- Prepare your retirement budget.

6-9 months prior to retirement

- Attend the “Retirement Information” and “Retirement Forms [Workshops](#)”.
- Discuss your [benefit payment options](#) with family and or financial advisor.
- Review retiree healthcare options.
- Request a Retirement Packet from your Retirement Coordinator



Retirement Timeline (continued)

1-3 months prior to retirement

- Return your retirement paperwork to your Retirement Coordinator/Office of Retirement.
- If you and/or your spouse are age 65 or older, contact Social Security to file for Medicare Parts A and B benefits (www.socialsecurity.gov). Provide Retirement Coordinator/Retirement Office a copy of your Medicare Part B card.



Applying For Retirement

Q. How do I apply for retirement?

A. Prior to retirement, you should do the following:

Set up an online account with the Maryland State Retirement Agency (sra.Maryland.gov), mySRPS

Request a retirement estimate on the MSRA website.

Determine which [payment option](#) you would like to select.

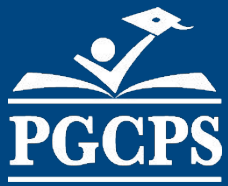
Contact a PGCPS Retirement Coordinator to request a retirement packet.

Benefits Services Office
301-952-6600
pgpcs.benefits@pgcps.org



Applying For Retirement

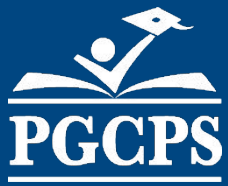
- Contact your Retirement Coordinator at least three months prior to the date of retirement to request a retirement packet.
- Forms must be requested and submitted through your Retirement Coordinator at PGCPS
 - A-GA = Shalita Washington shalita.washington@pgcps.org
 - Gb-Ok = Wendy Lane wendy.lane@pgcps.org
 - OL-Z - Samantha Murphy samantha.murphy@pgcps.org



Forms Necessary for Retirement

These forms will be included in your Retirement Packet

- ☐ MSRA Application for Service Retirement (Form 12-23)
 - ☐ Note: Page 5 will need to be notarized
- ☐ MSRA Designation of Beneficiary Form (Form 5)
 - ☐ Note: This page will need to be notarized
 - ☐ Note: You only need to complete the page if:
 - ☐ You are choosing Retirement Allowance Option Basic, 1 or 4
and
 - ☐ You have more than one beneficiary
- ☐ MSRA Direct Deposit- Electronic Funds Transfer Sign -Up Form (Form 85)
- ☐ MSRA Federal & Maryland State Tax Withholding Request (Form 766 and WF-P)
- ☐ PGCPS Retiree Benefits Continuation Form
- ☐ PGCPS Retiree Life Designation Form



What happens to my Leave in Retirement

Personal Leave:

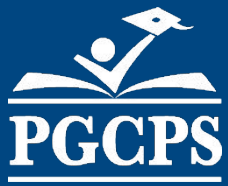
Personal leave is use or lose

Annual Leave:

PGCPS will pay you out for your annual leave or 3/10s of your unused sick leave-whichever is greater.

You can use your Annual Leave in a Phase Retirement.

Phase Retirement is using your Annual Leave consecutively into your retirement date.



What happens to my Leave in Retirement

Maryland State Retirement Agency

MSRA will give you credit for all unused sick leave in your retirement calculations. [Unused Sick Leave](#)

Prince George's County Public Schools

PGCPS will also pay you out for 3/10s of your unused sick leave at the time of retirement. An estimate will be included in your retirement packet.



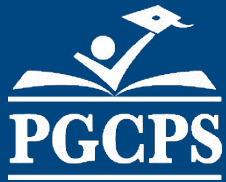
Final Pay Plan

Q. What is a Final Pay Plan?

A. PGCPS employees receive a payout for earned unused sick/annual leave at retirement (whichever is greater) according to the provisions of the bargaining unit contracts. Retirees who receive at least \$2,000.00 or more will have the benefit of the Final Pay Plan. This plan allows retirees to avoid paying Social Security and Medicare taxes and defer the amount of income tax paid.

Q. How do I determine my unused sick/annual leave payout amount?

A. Your Retirement Coordinator will provide an estimate of your payout when you request the retirement application.



Final Pay Plan

Q. What is the process for payment in the Final Pay Plan?

A. The Retirement Coordinator determines your eligibility to receive payout for the Final Pay Plan based on the negotiated agreements:

- The retiree will receive information to create an account with Lincoln Financial to access the funds.
- Payroll will process the Final Pay Plan within 60 days of the retirement date.
- Final Pay funds are sent to OMNI to be deposited into the Lincoln account.

Q. Do I have to leave the funds in this account?

A. No. You may withdraw some or all of the funds or you can move the funds into a pre-existing 403(b), 457, IRA or other qualified account.

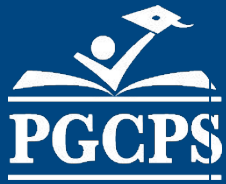
Information about the Final Pay Plan will be provided in your retirement packet.

Reemployment After Retirement

Retirement is supposed to mean the end of your employment

- No offers of reemployment should be discussed by you and PGCPS prior to your retirement.
- Minimum of 45 calendar days between last day on payroll & the date rehired by any participating employer is required.
- You will receive an earnings limitation letter from MSRA shortly after you retire
- Notify MSRA of intention to accept reemployment, name of employer and compensation.

https://www.youtube.com/watch?v=Y1F-nNv_HzE



Health Insurance

Q. Can I continue my health insurance into retirement?

- A.** PGCPS employees may be eligible to continue their Board-sponsored health benefits (medical, prescription, dental, and/or vision) into retirement.

The retiring employee may take into retirement only those health benefits (medical, prescription, dental, and/or vision) in which they are enrolled on the day prior to their retirement date.

Access your benefits using Benefitfocus;

The username and password are the same as your PGCPS username and password



Health Insurance

Q. Is the health insurance coverage the same as an active employee?

A. Yes. The coverage offered to retirees is the same coverage offered to active employees before they become eligible for Medicare.

Q. Does PGCPS contribute towards the cost of retiree's health insurance benefits?

A. Yes. Currently PGCPS contributes 80% towards the cost of retirees' health insurance benefits.



Health Insurance

Q. Can I change (cancel, add, delete dependents) my health insurance benefits after retirement?

A. You may switch between the CareFirst and Kaiser health insurance plans or vice versa.

You may cancel your health insurance based on a family status change (marriage, divorce, death etc.) or at open enrollment.

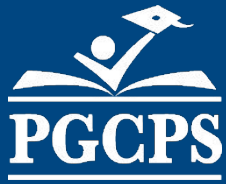
If you cancel your health insurance, you can not re-enroll at a later time.

Changes can be made in Benefitfocus.
The Benefitfocus app called Benefitplace is the easiest method of accessing and changing benefits in retirement

Health Insurance

Q. After retirement, can I add dependents (spouse, and or children) to the health insurance coverage?

A. No. After retirement, you can not add dependents to the health insurance coverage.



Health Insurance

Q. What happens to my coverage if I move out of the area?

A. Contact Benefits Services to update your address.

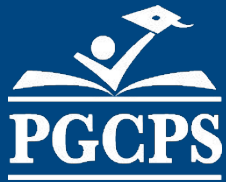
- CareFirst members have 3 options they can use at any time.

Options 2 and 3 can be used anywhere at anytime.

These options are subject deductibles, out of pocket maximums and coinsurance.

More information about the CareFirst plan can be found on the PGCPS Benefits web page.

- Kaiser members will have the option to enroll in the CareFirst plan.



Health Insurance

Q. Do I have to apply for Medicare Parts A & B when I reach age 65?

A. Part A:

Regardless of employment status you must apply for Part A at age 65.

Part B:

Retirees and their dependents must apply for Medicare Part B when they reach age 65.

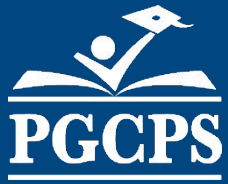
CareFirst Enrollees:

Medicare becomes primary coverage and CareFirst becomes secondary coverage.

Kaiser Enrollees:

Must complete a Kaiser Medicare Plus application. Kaiser Medicare becomes primary coverage.

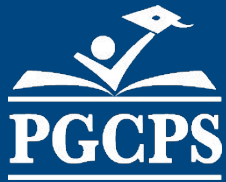
Based on your Medicare Part B enrollment, the PGCPS' premium deducted from your pension will be reduced.



Prescription Insurance

Q. Is my prescription coverage impacted as a retiree?

A. Yes, Medicare eligible retirees enrolled in the CVS/Caremark prescription plan will be transitioned into the SilverScript plan. Retirees will receive an information packet and a new prescription card from SilverScript.



Health Insurance

Q. If my spouse or I become eligible for disability under Medicare prior to age 65 what happens to my insurance?

- A. Contact Benefits Services as soon as you are notified of your Medicare enrollment under disability.

Your insurance will change accordingly:

Medicare becomes primary and CareFirst or Kaiser becomes secondary.

For CVS/Caremark members, SilverScript becomes your prescription plan.

Your PGCPS medical insurance premiums will be reduced.

Life Insurance

Q. Can I continue the Board sponsored life insurance into retirement?

A. PGCPS Retirees may be eligible to continue their Board-sponsored basic life insurance into retirement.

Life Insurance

Q. What is the coverage amount of the life insurance after retirement?

A. Prior to retirement, if 2 times your annual salary is GREATER than \$100,000--your life insurance benefit will be \$25,000.

(Example 1)

Annual salary = \$125,000

Life Insurance Benefit Pre-Retirement = \$250,000

Life Insurance Benefit Post-Retirement = \$25,000

A. Prior to retirement, if 2 times your annual salary is LESS than \$100,000--your life insurance benefit will be 25% of 2 times your annual salary.

(Example 2)

Annual salary = \$45,000

Life Insurance Benefit Pre-Retirement = \$90,000

Life Insurance Benefit Post-Retirement = \$22,500

(\$90,000 X 25%)



Flexible Spending Accounts (FSA) and Retirement

Q. Can I continue my FSA into retirement?

A. For a HealthCare FSA, retired employees are only eligible to spend down the balance for expenses incurred up to the date they retired and then submit any claims through the run out period that were incurred before retirement.

For example, a employee retired 7/1/2026. They can only be reimbursed for eligible expenses incurred between 1/1/2026 and 6/30/2026 up to the amount that was deducted from their paychecks.

The member may continue to submit claims through 4/30/2027 for any eligible service date expense prior to 6/30/2026.



Benefits Services Contact Information

- **The Benefits Services office is located in room 132 of the Sasscer Building**
 - **Phone number 301-952-6324**
 - **Email pgcps.benefits@pgcps.org**
 - **Webpage**
<https://www.pgcps.org/offices/benefits>