Retirement Procedures for CERS Participants

JEFFERSON COUNTY
PUBLIC SCHOOLS

3332 Newburg Road
Louisville, Kentucky 40218

Employee Benefits Counselors

Benefits Office 485-3436
Benefits Office Fax 485-6256
Benefits E-Mail jcps.benefits@jefferson.kyschools.us
School Nutrition Assn. Participants 485-3945
Teamsters Participants 485-6395
SEIU Participants 485-6395
JCAESP Participants 485-3435

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25440 Benefits CERS brochure 2/13
CERS Retirement Eligibility

Normal Retirement—If hired prior to 9/1/08*
- A member age 65 with fewer than 48 months of retirement service credit may elect to receive a monthly benefit for life that is the actuarial equivalent of twice the member’s contributions and interest.
- A member age 65 with 48 months of retirement service credit may retire under the service formula with no reduction in benefits.

Early Retirement—If hired prior to 9/1/08*
- A member with 60 months of retirement service may retire at age 55 and prior to age 65 with a reduction in retirement benefits. The reduction is based upon the member’s age or the number of years of service, whichever is less.
- A member with 25 years (300 months) of service may retire at any age with a reduction in benefits. The reduction is based upon the number of years that the member needs to complete 27 years of retirement service.
- A member with 27 years (324 months) of retirement service may retire at any age with no reduction in retirement benefits.

Disability Retirement—If hired prior to 9/1/08*
- A contributing member who is younger than age 65 and who has a minimum of 60 months of retirement service, but fewer than 27 years, is eligible to apply for disability retirement benefits. All applications for disability must be filed within 24 months of the last paid day of employment. An employee with a preexisting condition must have 16 years or more of service credit with the retirement system before he or she is considered eligible to retire on disability, unless medical evidence shows that the condition has been aggravated by accident or injury during the course of his or her employment.

*Please note: For those employees hired on or after September 1, 2008, different retirement criteria apply. Contact CERS at 1-800-928-4646 for details.

Social Security
If an employee plans to retire under Social Security, he or she should apply at least two months before he or she plans to stop working so that this benefit will start when he or she retires. An employee may apply at any Social Security office.

Medical Insurance After Retirement
The County Employees Retirement System (CERS) provides the availability of medical insurance or Medicare-eligible insurance to its retirees. Depending on the retiree’s years of service, CERS may contribute a percentage toward the monthly premium. Contact CERS at 1-800-928-4646 for more information.

Important Notice to Employees
Once an employee gives notice that he or she intends to retire, the Jefferson County Public School (JCPS) District will consider his or her separation from employment with the district as final and binding, and the separation shall not be rescinded. Once an employee decides to retire, he or she must understand that the district has no further obligation to place him or her in a position.

An employee should not misinterpret this communication to be an encouragement to retire. The decision to retire rests with the employee. This brochure is intended to make an employee aware of available options so that he or she can make an informed decision.

Eligibility to retire is based on service credit in the Kentucky Retirement Systems (KRS), CERS, and/or the Kentucky Teachers’ Retirement System (KTRS). To verify retirement eligibility, contact CERS at 1-800-928-4646.

Steps to Take for Retirement
It is recommended that you call CERS at 1-800-928-4646 and make an appointment at least two months prior to your projected retirement date. The CERS staff will explain your options and will give you a projection of your monthly annuity.

- Review the information provided to you by CERS. If you decide to retire, submit your Notice of Intent to Retire (included in this brochure) to your JCPS benefits counselor.
- Call CERS at 1-800-928-4646 to request an application for Notification of Retirement (Form 6000).
- Complete Form 6000, and return it to CERS along with a copy of your last paycheck stub. Upon receipt of your application, CERS will send you a retirement packet, which will include a health insurance application. Complete all of the forms in the packet, and return them to CERS in Frankfort. For assistance in completing the packet, contact CERS at 1-800-928-4646.

- After your Notice of Intent to Retire has been processed, the Benefits Unit will send you a brochure on how your fringe benefits as a JCPS employee will be affected by your retirement. The brochure provides information on how to continue some of these benefits after retirement.

Sick Pay Retirement Benefits
Upon retirement from the JCPS District through KTRS or CERS, an active employee shall be eligible for sick leave payout benefits. Upon retirement from the JCPS District, an employee shall receive 20 percent of his or her unused accumulated sick leave as a cash payment (less appropriate deductions) up to a maximum equal to the employee’s accumulated sick leave on the thirtieth year of credited service in his or her retirement system. The cash payment shall be calculated by using the employee’s daily rate at the end of his or her last year of service. If applicable, the remaining 70 percent will be used to purchase up to a maximum of six months’ service credit to use toward the employee’s retirement.

Should the employee’s balance of unused sick leave fall below the number reached at the thirtieth year of service, it is understood that the employee will continue to accrue sick leave and will be paid up to the maximum reached in the thirtieth year.

Tax-Sheltered Annuities
Any new tax-sheltered annuities (TSAs) or changes to current TSA deductions must be completed 45 days prior to the employee’s effective date of retirement. This includes the transfer of any allowable accrued sick leave paid at the time of retirement. An employee should contact his or her TSA representative at least two months prior to the effective date of his or her retirement to ensure that the paperwork is completed prior to all deadlines.

Tax on sick/vacation payout will not be deferred if the required, signed forms are not in the Benefits Office 30 days prior to retirement.

For more information on TSAs, go to http://www.jcpsky.net/departments/humanresource/benefits/ tsa.html.