



## **WCPS Pre-Retirement Information**

In this packet, you will find information on the following subjects. Please review the information carefully, and contact the Benefit Office if you have any questions.

YOUR PENSION –THE MARYLAND STATE RETIREMENT & PENSION SYSTEM

EARLY RETIREMENT NOTICE

HEALTHCARE OFFERINGS

MEDICAL/PRESCRIPTION COVERAGE

DENTAL COVERAGE

VISION COVERAGE

LIFE INSURANCE

UNUSED SICK LEAVE

RETIREE READY CHECKLIST

## **Contact Information**

[Benefits@wcps.k12.md.us](mailto:Benefits@wcps.k12.md.us)

301.766.2810

[www.wcpsmd.com/benefits](http://www.wcpsmd.com/benefits)

# Maryland State Retirement Agency



## Reformed Contributory Pension System

- **Hired July 1, 2011 or later**
- **Service Retirement (full benefit)**
  - Rule of 90=age + years of service, or
  - Age 65 AND vested (10 years)
- **Early Retirement (reduced benefit)**
  - Age 60 AND 15 years of service--maximum reduction of 30%

## Alternate Contributory Pension System

- **Hired before July 1, 2011**
- **Service Retirement (full benefit)**
  - Age 62 with at least 5 years of eligibility service **or**
  - 30 years of eligibility service regardless of age
- **Early Retirement (reduced benefit)**
  - Age 55 with at least 15 years of eligibility service--greatest reduction is 42%

## Teachers & Employees Retirement System

- **Referred to as the 'old' system**
- **A few employees still are with this system.**

# Purchasing Service

## **Military Credit**

### Prior to Membership

- Must have 10 years of creditable service as a member
- File Form 43, along with proper military documentation
- Eligible for a maximum of 5 years of service

### During Membership

- File Form 46 prior to leaving active employment
- File Form 43 upon returning to work
- Eligible for a maximum of 5 years of service

## **Purchasing Service**

Full Service→ you pay the cost to fund the benefit

Examples:

Federal government

Public, private, or parochial school teaching

Municipal employment

Prior State service for which you are not receiving credit

Normal Cost→ you pay missed contributions plus interest

Example: absence for an approved leave of absence

\*Can use investment funds to purchase service credit

A video explaining all of this can be found at this [link](#), or

<http://www.sra.state.md.us/Participants/Members/Resources/Default.asp>

Select Retirement Part 2: Service Credit and Purchase Video.

The MD SRA has created a personalized portal for each member

**mySRPS Login**

Click here to register:

<https://sra.maryland.gov/member-portal>

## Follow the prompts to register.

If you do not have a registration code, follow the prompts to have a registration code mailed to your home. Once registered, you have access to membership information, account balance, etc. You can also obtain your estimates immediately by clicking on 'Estimate Benefits'.



The MSRA offers 7 different pension payment options. Review the video for details, then contact your Benefits Office if you have further questions. It is best to discuss your options after you have received your estimates.

[Options Video](#)

OR

<http://www.sra.state.md.us/Participants/Members/Resources/Default.aspx>

elect Retirement Part 3: Preparing for Retirement Payment Options Video

# Options Overview

## *The Basic Allowance*

The Basic Allowance provides the maximum lifetime allowance to the retiree with all payments ceasing upon the retiree's death. Your survivor(s) will not receive a monetary benefit or, if eligible, continuing health insurance coverage. If you believe your spouse or other survivor(s) may need some form of income continuation after your death, you may wish to consider one of the other payment options.

## *How the Options Work*

Options 1 through 6 guarantee you a monthly allowance during your lifetime and may provide either:

### Single-Life Annuity

- a return of a single payment to your survivor(s) at your death

or

### Dual-Life Annuity

- a continuing monthly payment after your death to your surviving beneficiary.

### *Points to Remember:*

- You cannot change your option selection after your first payment becomes normally due.
- At retirement, you may be able to provide health insurance coverage for you and your eligible dependents. The payment option you choose may affect your beneficiary's eligibility for continued health coverage after your death. Check with your personnel office for the availability of health coverage after retirement.

## *Single-Life Annuities*

These options are classified as "single-life" because they provide benefits over the retiree's lifetime only. Upon the retiree's death, any reserve funds remaining in the retiree's account are distributed in a one-time, lump-sum payment to the retiree's designated beneficiary(ies).

Multiple beneficiaries may be named under the single-life annuities. These beneficiaries may be changed as often as desired.

### OPTION 1 - Full Return of Present Value of Retiree's Basic Allowance

Guarantees the full return of the present value of the retiree's Basic Allowance computed at the time of retirement. If the retiree dies before receiving the full guaranteed amount, the remainder is paid in a single sum to one beneficiary or divided equally among multiple beneficiaries.

### OPTION 4 - Full Return of Employee Contributions

Provides a return of the value of the member's accumulated contributions (employee contributions and interest). If the retiree dies before receiving the full guaranteed amount, the remainder is paid in a single sum to the retiree's beneficiary or divided equally among multiple beneficiaries.



## ***Dual-Life Annuities***

The following options pay benefits over two lifetimes. They provide a benefit throughout the life of the retiree and then provide a continuing lifetime monthly benefit to a sole surviving beneficiary. The monthly benefit amount is based on the retiree's age and the age of the beneficiary at the retirement date.

Only one beneficiary may be named under the dual-life annuities. This beneficiary may be changed, but it will cause a recalculation of the retiree's benefit amount. Changing beneficiaries is a two step process and requires a positive election by the retiree. In most cases, the recalculated amount may be less than the current amount.

Dual-life annuities may provide continuing health-care coverage for eligible beneficiaries of qualifying state retirees. Your employer can provide you with details on any available healthcare benefits.

### **OPTION 2 - 100% Survivor's Benefit**

Guarantees that at the retiree's death, the retiree's entire monthly benefit will continue to be paid to his or her beneficiary for the remainder of the beneficiary's lifetime. Payments cease upon the death of the beneficiary. Retirees electing Option 2 cannot designate a beneficiary who is more than 10 years younger unless the beneficiary is the retiree's spouse or disabled child.

### **OPTION 3 - 50% Survivor's Benefit**

Guarantees that at the retiree's death, one-half of the retiree's monthly benefit will continue to be paid to his or her beneficiary for the remainder of the beneficiary's lifetime. Payments cease upon the death of the beneficiary.

### **OPTION 5 - 100% Survivor's Benefit with Pop-Up Provision**

Guarantees that at the retiree's death, the retiree's entire monthly benefit will continue to be paid to his or her beneficiary for the remainder of the beneficiary's lifetime. If the beneficiary predeceases the retiree, the retiree's monthly amount will increase, or "pop up," to the Basic Allowance. If you are collecting the Basic Allowance and decide to name a new beneficiary, your benefit will be recalculated based on your age and the age of your new beneficiary and revert back to the provisions under Option 5. Retirees electing Option 5 cannot designate a beneficiary who is more than 10 years younger unless the beneficiary is the retiree's spouse or disabled child.

### **OPTION 6 - 50% Survivor's Benefit with Pop-Up Provision**

Guarantees that at the retiree's death, one-half of the retiree's monthly benefit will continue to be paid to his or her beneficiary for the remainder of the beneficiary's lifetime. If the beneficiary predeceases the retiree, the retiree's monthly benefit will increase, or "pop up," to the Basic Allowance. If you are collecting the Basic Allowance and decide to name a new beneficiary, your benefit will be recalculated based on your age and the age of your new beneficiary and revert back to the provisions under Option 6. 🌐

## Unused Sick Leave

- Must retire within 30 days of terminating employment
- Increases monthly benefit
- May not be used to qualify for a benefit
- Amount of days certified by employer at time of retirement
- Maximum of 15 sick days per year of service may be credited
- A copy of the Unused Sick Leave Conversion Chart is below

UNUSED SICK LEAVE CREDIT CHART					
Years of Service	Maximum UNUSED Sick Leave DAYS		UNUSED Sick Leave Days	Retirement Credit 10 month Teachers & Employees	Retirement Credit 12 Month Employees
0 - 1	0 - 15		1 - 10	0	0
1 - 2	16 - 30		11 - 32	1	1
2 - 3	31 - 45		33 - 54	2	2
3 - 4	46 - 60		55 - 76	3	3
4 - 5	61 - 75		77 - 98	4	4
5 - 6	76 - 90		99 - 120	5	5
6 - 7	91 - 105		121 - 142	6	6
7 - 8	106 - 120		143 - 164	7	7
8 - 9	121 - 135		165 - 186	8	8
9 - 10	136 - 150		187 - 208	9	9
10 - 11	151 - 165		209 - 230	10	10
11 - 12	166 - 180		231 - 252	10	11
12 - 13	181 - 195		253 - 274	10	12
13 - 14	196 - 210		275 - 296	11	13
14 - 15	211 - 225		297 - 318	12	14
15 - 16	226 - 240		319 - 340	13	15
16 - 17	241 - 255		341 - 362	14	16
17 - 18	256 - 270		363 - 384	15	17
18 - 19	271 - 285		385 - 406	16	18
19 - 20	286 - 300		407 - 428	17	19
20 - 21	301 - 315		429 - 450	18	20
21 - 22	316 - 330		451 - 472	19	21
22 - 23	331 - 345		473 - 494	20	22
23 - 24	346 - 360		495 - 516	20	23
24 - 25	361 - 375		517 - 538	20	24
25 - 26	376 - 390		539 - 560	21	25
26 - 27	391 - 405		561 - 582	22	26
27 - 28	406 - 420		583 - 604	23	27
28 - 29	421 - 435		605 - 626	24	28
29 - 30	436 - 450		627 - 648	25	29
30 - 31	451 - 465		649 - 670	26	30
31 - 32	466 - 480				
32 - 33	481 - 495				
33 - 34	496 - 510				
34 - 35	511 - 525				
35 - 36	526 - 540				
36 - 37	541 - 555				
37 - 38	556 - 570				
38 - 39	571 - 585				
39 - 40	586 - 600				
40 - 39	601 - 615				
41 - 42	616 - 630				
42 - 43	631 - 645				
43 - 44	646 - 660				
44 - 45	661 - 675				

Coordinator **must** certify **all** unused leave days regardless of whether it exceeds the maximum credit allowed or is insufficient to any unused sick leave credit.

Maryland State Retirement Agency determines unused sick leave retirement credit.

# **MD State Retirement Agency Contact Information**

## **Telephone**

410-625-5555 or  
Toll-free 1-800-492-5909

## **Mail/Office Visits**

State Retirement Agency of MD  
120 East Baltimore St. Baltimore, MD 21202-6700

## **Internet Web Site**

[www.sra.state.md.us](http://www.sra.state.md.us)

## **E-Mail**

[sra@sra.state.md.us](mailto:sra@sra.state.md.us)

For the MSRA Resource Page, follow the link below. This page contains more videos and information.

**<http://www.sra.state.md.us/Participants/Members/Resources/Default.aspx>**



## EARLY RETIREMENT NOTICE

In order to receive the early notice incentive, you must notify Human Resources in writing within the parameters described below.

**Be sure to review your Negotiated Agreement for how the incentive is paid out.**

### Educational Support Personnel & Teachers

- ▶ January 15<sup>th</sup> deadline
- ▶ July 1<sup>st</sup> retirement only
- ▶ receive an additional \$1,000.00

### Educational Support Personnel

- ▶ Six (6) months advance notice will have a one-time \$850.00

### Administrators and Supervisors

- ▶ Five (5) month notice of a retirement date will receive \$3,000
- ▶ Three (3) month notice of a retirement date will receive \$1,500

## BENEFIT ELIGIBILITY & DETAILS

Employees who have worked at least five (5) years with Washington County Public Schools are eligible for Retiree Benefits. The employee must also be receiving an immediate retirement benefit from the Maryland State Retirement Agency to be eligible.

Benefits continue for the entirety of the retiree's life, as long as premiums are paid in a timely manner. Most retirees will have the benefit premiums deducted directly from their pension check.

If a retiree keep at least one of the offered benefits, medical/prescription, dental, or vision, they may re-elect the other coverages in the future. If a retiree drops all offerings; medical/Rx, dental, and vision coverage, they may not re-enroll in the future.

If you and your spouse both work for WCPS, upon retirement, the Benefits office works with you to determine the most cost effective formula for retiree benefits. For example, one person may have a higher factor, thus, providing the couple with a less costly option.

WCPS offers surviving spouse and dependent benefits. Upon the death of a retiree, a currently covered surviving spouse may continue coverage by paying the current retiree individual premium for the plan chosen until the surviving spouse remarries or becomes eligible under another policy, excluding Medicare. If dependent children are covered at the time of a retiree's death, the dependent children may continue coverage as long as they are eligible under the terms of the policy, by paying 50% of the actual monthly premium in place at the time of retiree's death.

Changes to enrollment may take place during the annual open enrollment, or within 31 days of a qualifying event. Qualifying events include; marriage, divorce, or the loss/gain of other insurance coverage. **Please keep in mind that Medical/Rx, dental, and vision premiums may increase.**

## MEDICAL/PRESCRIPTION COVERAGE

### Non-Medicare Eligible

Retirees who are not eligible for Medicare are offered the same medical options as active employees. You may choose the best medical plan option for you and/or your family.

Upon retirement you will receive a new insurance card.

REMEMBER: Medical and Prescription coverage is combined. If you cancel your medical coverage, you also cancel your prescription coverage.

### Medicare Eligible

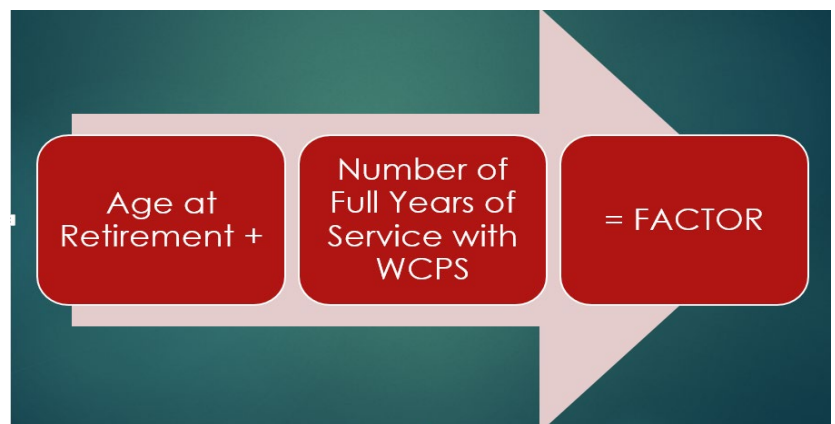
A retiree or retiree's dependent must enroll for Medicare Part A and Part B when eligible at age 65 or due to a disability. A retiree or retiree dependent does not enroll in Medicare Parts C or D. Be certain to notify the Benefits Office of any retiree or covered dependent that becomes eligible for Medicare before the age of 65.

If an insured member is offered Medicare, and fails to enroll, they will lose WCPS's medical coverage.

- ▶ You MUST provide the Benefits Office with your Medicare number as soon as you receive it.
- ▶ When a retiree/dependent becomes eligible for Medicare, you must enroll for Medicare Part A & B.
- ▶ The current WCPS policy is ended, and individual is enrolled for a Medicare supplement policy.
- ▶ Medicare will be the primary payer for medical claims. Your WCPS coverage is secondary and supplemental. You will receive a new card.
- ▶ Prescription coverage (covered drugs, copayments, etc.)-you will be enrolled into a Medicare/Cigna Rx plan. You will receive a new card.
- ▶ The Medicare supplement premium is different. Typically lower than the under age 65 rates.
- ▶ All rates are subject to yearly increases.

## DETERMINING THE COST OF COVERAGE

**PLEASE NOTE:** Years of service with the State Retirement Plan may not necessarily match years of service with WCPS.



**Washington County Public Schools**  
**Monthly Insurance Rates for Retiree or Dependent without Medicare**  
**If retired 8/1/11 or after**  
**January 1, 2024-December 31, 2024**

<b>In &amp; Out of Network -- Medical/Prescription</b>					
Factor	Retiree Cost Sharing Percent	Retiree Only	Retiree + Spouse	Retiree + Child(ren)	Family
85+	18.7	185.33	370.66	283.93	469.28
80-84	31.5	312.19	624.37	478.27	790.50
75-79	52.7	522.29	1,044.59	800.16	1,322.52
70-74	74.0	733.39	1,466.78	1,123.56	1,857.05
66-69	95.2	943.49	1,887.00	1,445.45	2,389.06
65 or less	100	991.06	1,982.14	1,518.33	2,509.52
<b>In Network Only Medical/Prescription</b>					
Factor	Retiree Cost Sharing Percent	Retiree Only	Retiree + Spouse	Retiree + Child(ren)	Family
85 +	18.7	169.74	339.48	260.05	429.81
80-84	31.5	285.93	571.86	438.04	724.01
75-79	52.7	478.37	956.73	732.86	1,211.28
70-74	74.0	671.71	1,343.41	1,029.06	1,700.85
66-69	95.2	864.15	1,728.28	1,323.87	2,188.12
65 or less	100	907.72	1,815.42	1,390.62	2,298.44
<b>Dental, Vision and Life Insurance</b>					
		Retiree Only	Retiree + Spouse	Retiree + Child(ren)	Family
Dental		22.78	45.54	48.96	96.23
Vision		5.48	9.93	10.43	16.08
Life	\$10,000	2.00			
Note: <ul style="list-style-type: none"> <li>• These rates apply to non-Medicare eligible 65 retirees and dependents.</li> <li>• These rates are subject to change annually.</li> </ul>					

**Washington County Public Schools**  
**Monthly Insurance Rates for Retiree or Dependent with Medicare**  
**If retired 8/1/11 or after**  
**January 1, 2024-December 31, 2024**

**Medical/Prescription**

Factor	Cost Sharing	Retiree Only	Retiree + Spouse	Retiree + Spouse	Retiree + Child(ren)	Family	Family
		1 w/Medicare	2 w/Medicare	1 w, 1 w/o Medicare	1 w/Medicare	2+ w/Medicare	1 w/Medicare
85 or more	18.7%	105.35	210.70	290.68	203.95	309.29	389.30
80-84	31.5%	177.46	354.91	489.64	343.55	521.00	655.77
75-79	52.7%	296.89	593.78	819.18	574.76	871.65	1,097.12
70-74	74.0%	416.88	833.77	1,150.27	807.06	1,223.94	1,540.54
66-69	95.2%	536.32	1,072.63	1,479.81	1,038.27	1,574.59	1,981.89
65 or less	100.0%	563.36	1,126.71	1,554.42	1,090.62	1,653.98	2,081.81

Dental	
Retiree Only	22.78
Retiree + Spouse	45.54
Retiree + Child(ren)	48.96
Family	96.23

Vision	
Retiree Only	5.48
Retiree + Spouse	9.93
Retiree + Child(ren)	10.43
Family	16.08

Life Insurance	
Retiree Only \$10,000	2.00

Individual covered by Medicare must have Medicare Parts A & B for medical coverage to stay active.  
These rates are subject to change annually.

## LIFE INSURANCE

Retiree coverage: \$10,000 Policy = \$2.00/month

- ▶ Current active life insurance coverage can be converted to an individual policy with the life insurance carrier. The rates are determined by the life insurance company.
- ▶ Dependent Life Insurance coverage is not available at retirement.

## **UNUSED SICK LEAVE**

### **Education Support Personnel**

- ▶ \$40.00 per day up to 200 days
- ▶ \$50.00 per day beyond 200 days
- For workdays less than 8 hours, service credit pay will be prorated based upon the standard workday for the job performed by the recipient.
- Must have worked a minimum of 15 years with WCPS.

### **Teachers**

- ▶ \$55.00 per day up to 150 days
- ▶ \$65.00 per day for days 151-200
- ▶ \$85.00 per day for days more than 200

### **Administrators and Supervisors**

- ▶ \$50.00 per day if less than ten years of service with WCPS
- ▶ 35% of final per diem, but not less than \$50.00 per day, with ten or more years of service with WCPS

### **Disbursement options:**

- ▶ Payment one pay period after the last regular pay period as an active employee.
- ▶ Payment deferred until the first regular pay period in January of the year following retirement.
- ▶ Full or partial payment may be deposited into your WCPS approved Tax Sheltered Annuity account.

# Retire Ready Checklist

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This retirement checklist provides employees with a starting point in the planning process of retiring from Washington County Public Schools (WCPS). Each item on the checklist may not apply to each employee, but it is designed to ensure employees receive benefits and meet deadlines in a timely fashion.

## Three to five years prior to retirement

- ☐ **REGISTER for mySRPS portal**-[sra.maryland.gov](http://sra.maryland.gov)
- ☐ Attend a Maryland State Retirement Agency (MSRA) Pre-Retirement Seminar sponsored by the Community College of Baltimore County. Pre-Retirement Seminars are held in numerous locations during the year across Maryland. WCPS sponsors one Pre-Retirement Seminar annually usually in November. Mini Pre-Retirement Seminars will also be conducted by the WCPS Benefits Office as necessary.
- ☐ Meet with a financial planning professional if you are having concerns with being able to fund or budget during retirement.
- ☐ Review the details of doing a “catch-up” with your 403(b) plan and/or 457(b) plan if you are a participant. If you are not a current participant, it is never too late to start.

## One year prior to retirement

- ☐ **IMPORTANT!** Create your estimates using the ‘mySRPS’ portal to determine how much your pension payment options could be.
- ☐ Attend a Mini Pre-Retirement Seminar to become aware of any updates since the previous educational seminar attended.
- ☐ Purchase any eligible service through the MSRA. (MSRS Form 26)
- ☐ Apply for military credit, if applicable. (MSRS Form 43)
- ☐ Prepare a retirement budget, estimating retirement expenses against your MSRA benefit, Social Security benefit and any other income and/or savings. Discuss with your family and financial advisor.
- ☐ Thoroughly review Social Security options and requirements. The Social Security Administration no longer sends out annual statements, but personal information can be reviewed at [www.ssa.gov](http://www.ssa.gov).
- ☐ Select a retirement date for planning purposes. Your effective date of retirement must be the first of the month in which you wish to retire.

## Six months prior to retirement

- ☐ Submit your notification to retire to the Human Resources Office using a document in Frontline Central. Certain financial incentives may be available to you if you provide notice a minimum of six months prior to your retirement date. Review your negotiated agreement for details, or contact a member of HR or the Benefits team. **The HR Office must receive your notification of retirement to start any retirement processing.** Discuss your retirement with your supervisor or Principal before submitting a letter.



**Three months prior to retirement**

- ☐ Contact Social Security to file for benefits, if necessary.
- ☐ Sign up for Medicare if you or anyone you insure is Medicare eligible.
- ☐ Provide your Medicare number to the Benefits Office.
- ☐ Attend a retirement forms assistance workshop conducted by the WCPS Benefits Office. If no workshops are scheduled, plan to meet with a team member to complete all required retirement paperwork. Gather all necessary paperwork or information needed, such as tax withholding consideration, direct deposit information, and proof of birth for joint survivor beneficiary.
- ☐ Finalize outstanding issues or projects at your worksite.

**At retirement**

- ☐ Turn in your work keys, badge, and any other WCPS issued equipment to your supervisor.
- ☐ Smile and enjoy!