



PAT RETIREE FAQs

2024 - 2025

HOW TO RETIRE FROM THE DISTRICT

1. Q. How do I retire from the District?

- A. Complete the PPS resignation form: <https://www.pps.net/Page/18905>

Indicate your retirement option:

- o PERS Retirement (NOT PERS Bubble); or
- o PERS Bubble Retirement

List your last day of work as your resignation date. If you are a PERS Bubble retiree, your last day of work is the last day of your school or work year (example 6/11/25).

Indicate if you are retiring with PERS and list the effective date, if applicable. PERS requires that you retire on the first of the month.

Sign and date the resignation form.

Submit the resignation form to Human Resources (details listed at end of form).

2. Q. Where do I find information about retiring from the District?

- A. Information is located at: <https://www.pps.net/Page/18905>

3. Q. How much notice must I provide?

- A. Employees retiring as a PERS Bubble retiree must provide a 30-calendar day resignation notice. Employees retiring as a regular PERS retirement (not PERS Bubble) must provide a 60-calendar day resignation notice per ORS 342.553.

4. Q. Will I receive confirmation that the District received my resignation form?

- A. Yes. Once your form is received, HR will send you an email confirming receipt.

5. Q. Do I have to do anything else with the District after I submit my resignation form?

- A. No. The District will notify both PERS and Zenith, the Trust's administrator, of your resignation. See question #25 and #36 for information on insurance next steps.

HOW TO RETIRE FROM PERS

HOW TO RETIRE - PERS BUBBLE

7. Q.

HOW TO RETIRE - PERS BUBBLE continued

11. Q. **If I retire in the PERS Bubble, will I need to re-enroll in active insurance benefits?**

A. No, you will not need to re-enroll in your benefits. You and your covered dependents, if applicable, will remain on your active benefits at the current premium rate through July 31, 2025.

WORKING AFTER PERS RETIREMENT

12. Q.

WORKING AFTER PERS RETIREMENT continued

15. Q. **If I work extended hours or have extended responsibilities, does this count toward my PERS annual number of work hours limit?**
- A. Yes, extended hours and extended responsibilities count toward the PERS hours limit. If your position includes extended hours (ex. coaching stipend, additional IEP preparation hours, chess coach, etc.), you may need to retire later than December 1, 2024 to remain under the 1040-hour limit.
16. Q. **If I continue to work in the PERS Bubble until the end of the school year, will my salary be the same as before I retired?**
- A. No. You will be paid your pre-retirement salary, minus the 6% PERS contribution. Once you have retired, the 6% PERS contribution is no longer deducted from your paycheck.
17. Q. **What happens to my sick leave?**
- A. For Tier I and Tier II retirees, accumulated sick leave is reported to PERS. PERS then uses this when calculating your retirement benefit.
- For OPSRP members, PERS does not use sick leave when calculating retirement benefits. Any accrued, unused sick leave will be forfeited at the time of your resignation. However, you may donate your unused sick leave to the PAT sick bank, prior to your resignation date. For PERS Bubble retirees, complete your donation request before your resignation date. See more information here: [Human Resources / Sick Leave Bank Information \(pps.net\)](https://pps.net/human-resources/sick-leave-bank-information)
- PERS Bubble retirees will retain an accrual balance equal to one day of sick leave, based on the FTE, for each month worked.
18. Q. **Are PERS Bubble retirees eligible for professional development funds?**
- A. No, PERS Bubble retirees are not eligible to access professional growth or professional improvement funds.

WORKING AFTER RETIREMENT -

RETIREE HEALTH INSURANCE

25. Q. When I retire, when do my active insurance benefits end?

- A. Active coverage ends on July 31 for PERS Bubble retirees. Active coverage ends on September 30 for regular retirees (Not PERS Bubble). You will receive a packet of information from Zenith, the Trust's administrator, approximately 2 months prior to when your active coverage ends. The packet will contain plan options, costs and how to remit your portion of the premium, if applicable. If you have questions about early retiree coverage, contact Zenith at:

Phone: (503) 486 - 2107 or (833) 255 - 4123

Email: SD1@zenith-american.com

Address: 12205 SW Tualatin Rd. Suite 200 Tualatin, OR 97062

26. Q. What are the requirements to receive 60 months of District supplemented retiree health insurance benefits?

- A. Professional educators (.5 FTE or more) who elect early retirement and are eligible to retire under PERS may qualify for District - paid retiree medical and Rx insurance. Retirees pay for their own vision and dental insurance. District-supplemented coverage lasts for 60 months or until age 65, whichever occurs first, if:

The employee elects early retirement, is not eligible for Medicare and is eligible **to retire** 0.000009 under PERS

- o For Tier 1, Tier II, or OPSRP, the employee must be at least age 55 or have 30 years of PERS

INCENTIVE INFORMATION continued

The employee must have accumulated fifteen (15) years of service with the District by September 30, 2020.

Payment of the ERI stipend begins on July 31, 2025. This stipend, which is taxed, is paid by PPS Payroll.

33. Q.

CONTACT INFORMATION

Contact	Reason	Phone	Address	Website
PERS Member Service	Retirement Pension Information	888		