

# **City of Fairfield**

## **Employee Retirement Guide**

### **Complete the following steps if you are retiring.**

1. Contact CalPERS to sign up for a retirement instructor-led or online Member Education at (888) 225-7377, or you can go online at [www.calpers.ca.gov](http://www.calpers.ca.gov)
2. Review the following CalPERS publications: Planning Your Service Retirement and/or Retirement Guide to Medicare. Start filling out the CalPERS Service Retirement Application. To download the CalPERS Service Retirement Application, click [here](#).
3. Request a service retirement estimate online at [www.calpers.ca.gov](http://www.calpers.ca.gov)
4. Schedule an appointment with a retirement counselor to help you complete your CalPERS retirement application. You can submit it to CalPERS up to 90 days prior to your retirement date. They will help you with the application and answer your retirement questions. Your spouse may accompany you to the appointment. Please bring the documents required listed on the application.

The nearest CalPERS Regional Office is:

**Walnut Creek Regional Office**  
**1340 Treat Blvd., Suite 200**  
**Walnut Creek, CA 94597**  
**(888) 225-7377**

5. Submit a retirement/resignation letter to the Human Resources Department and send a copy to your manager or department head. Please specify your last day of work as well as your first day of retirement.
6. Complete your retirement application online and submit it to CalPERS 90 days prior to your retirement date.
7. Contact Human Resources approximately three weeks prior to your retirement date to set up an appointment to go over all your benefits (medical, dental, vision, life, RHS, Deferred Compensation plans, sick and vacation hours).

### **Retiree Health Benefits**

You and your dependents may continue your medical, dental, and vision coverages, through our City's Retirement Health Benefits plan. In order to continue your medical, dental, and vision plan, you must make your selection prior to your departure. Please keep in mind that if no selection is made, active coverage will end on the last day of the month in which you retire. Should you elect coverage with the City; once a year you will be allowed to make changes to your plan options during the City's Open Enrollment period which occurs in May.

Retirees are responsible for paying the full cost of the premium by the due date set by the City. If payment is not received timely, the retiree and any spouse or dependent, shall be terminated from the program without right to re-enroll later.

Payment for retiree health coverage is made directly to P&A Group.

### **Other Medical Benefits**

Medical benefits for retirees may be available through the Federal Medicare/Social Security Administration Office. They may provide the following:

Medicare Part A—Coverage for hospital and limited nursing home care.

Medicare Part B—Coverage for doctor fees, most outpatient hospital services (does not include prescriptions).

### **Social Security**

To check your eligibility, contact the Social Security Administration at: (800) 772-1213, or check their web site at: [www.socialsecurity.gov](http://www.socialsecurity.gov)

You can get more information from the Centers for Medicare & Medicaid Services at: (800) 633-4227, or check their web site at [www.medicare.gov](http://www.medicare.gov)