

Washoe County School District Pre-Separation Checklist

Resignation/Retirement Notification

- Submit your separation letter to your Administrator and your HR Technician, at least 3 weeks **prior** to your anticipated separation date.

Continuing as a Guest Teacher (Substitute)?

- Notify your HR Technician of your intention to continue as a Guest Teacher (Substitute) prior to your separation date.
- Complete the [Substitute Information form](#) and return it to Substitute Services at SubOffice@washoeschools.net.
- Questions on becoming a Guest Teacher (Substitute)? Contact Substitute Services at 775-348-0233 or 775-348-0231

PERS Retirement Notification (if applicable)

- Contact NVPERS at 775-687-4200

How will my PERS benefit be affected when I draw Social Security?

Your PERS benefit is not affected by Social Security. However, your Social Security benefit may be affected because you receive a PERS pension. The Government Pension Offset (GPO) and the Windfall Elimination Provision (WEP) are the two Federal Government regulations that may reduce your Social Security benefit. Contact the Social Security Administration at 800-772-1213 or visit www.ssa.gov to find out more information.

BENCOR – Sick Leave/Vacation Payout (If applicable)

- If you are 55+ and your accrual payout is greater than \$1,000.00 the money will be sent to a tax advantageous account called BENCOR.
- 100% participation in BENCOR is required for those who are 55 years and older (Per IRS regulation) You may contact BENCOR Customer Service directly at 1-888-258-3422.
- The vacation payout (if applicable) will be paid in the same month as your final paycheck if you are less than 55 years of age. If eligible for BENCOR, the monies will be transferred at the end of the month that you separate in.
- A sick leave payout (if applicable) will be dispersed in the month of July as a supplemental check if you are less than 55 years of age. If eligible for BENCOR, the monies will be transferred to BENCOR at the end of July.

Sick Leave Payout eligibility: Must have 10 continuous years of service with the district.

Payroll (If applicable)

- If you have “automatic” payroll deductions set up, then you will need to make arrangements to have those switched to other accounts.

Insurance Benefits (If applicable)

- Resignation:** Contact the Benefits Department at 775-348-0321 for any insurance benefit questions.
- Retirement:** Contact the Benefits Department 775-348-0321 to request a Retiree Insurance Premium Deduction Form at least 2 weeks prior to receiving your final paycheck.

*If you wish to continue your health insurance into retirement you will be responsible for paying your monthly premiums, which will be deducted from your monthly PERS check. If you desire, your life and vision coverage as well, they can be continued separate from your health and dental, but there is no option to continue health coverage without dental or dental without health coverage. **You have 60 days from the date of your retirement to elect benefits.***

Human Resources

- Contact your Human Resources Technician if you have other questions regarding the separation process.

THANK YOU FOR YOUR SERVICE TO THE WASHOE COUNTY SCHOOL DISTRICT!