

## 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](mailto: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](http://www.ssa.gov) to find out more information.*

### Sick Leave/Vacation Payout (If applicable)

- Your accrued vacation (if applicable) will be paid in a “live” check after your final paycheck. *You do have the option to have a percentage of your vacation monies deposited into a pre-established 403b or 457b deferred compensation account. To elect this option, please visit the [WCSD Separation webpage](#) for more information. Election must be completed 3 business days prior to payout date.*
- A sick leave percentage payout (if applicable) will be paid in a “live” check in July. *Sick Leave Percentage 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!**