



## 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 **before** your anticipated separation date.

### 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. We suggest you contact the Social Security Administration at 800-772-1213 or visit their website at <http://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
- 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.
- The vacation payout (if applicable) will be paid as a supplemental check 2 days after 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.

### 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.

### Risk Management (If applicable)

- Resignation:** Contact Risk Management at 775-348-0343 for any insurance benefit questions.
- Retirement:** Contact Risk Management at 775-348-0343 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.*

### Human Resources

- Contact your Human Resources Technician via email or phone if you have other questions regarding the separation process. The Human Resources Support Team listing can be found [here](#).

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