



Are you a support staff employee thinking of retiring? Here are some important things you need to know when planning your retirement.

Notify the School District

We ask that you please notify your Supervisor as well as Human Resources as soon as possible when you make the decision to retire. Human Resources will require written notification of your decision to retire *at least* 30 days prior to your retirement date. Ideally, employees will let us know sooner. Where there is more notice, we are able to ensure there is little or no gap in time between your salary and your first pension payment.

Accessing your Pension

Please contact the Municipal Pension Plan (MPP) at 250-953-3000 or 1-800-668-6335 to inform them that you will be retiring and that you will begin collecting your pension. Please do this as soon as possible. You may also do so on their website: www.pensionsbc.ca. The plan will send you a package of information called a Retirement Planning Package. This will provide important information regarding your pension and extended health benefits.

Canadian Pension Plan (CPP)

The standard age to begin receiving a CPP retirement pension is 65. If at the time of retirement you have not yet applied to receive your CPP payments you will need to do so through the CPP website: <http://www.esdc.gc.ca/en/cpp/index.page>.

Health and Welfare Benefits (Extended Health and Dental)

If you are currently receiving Extended Health and Dental Benefits as well as MSP coverage through The Board, this coverage will continue for one month after your retirement date. For instance, if your retirement date is June 30th you will be covered until the end of July.

Retirement Information Support Staff

If you wish to be covered for MSP, Extended Health and Dental Benefits Plan through the MPP it is important that you notify them as soon as possible that you would like to opt into coverage. There is a one month waiting period to obtain coverage through the MPP. The Board will cover you for one month after your retirement date to bridge the gap in coverage. Please visit the MPP website for more information on benefits coverage.

Life Insurance:

If applicable, you have the option of converting your life insurance policy to an individual plan within 31 days of your retirement date. You also have the option of continuing your optional life insurance within 31 days of your retirement date.

Email and System Access

As at your retirement date, you will no longer have access to the Inside45 or your school district email. Further, we will require that all devices including laptops and cellphones, be returned to the school district on your last day of work. We would ask that you plan accordingly.

Retirement Payouts

The District recognizes long service employees upon retirement with a monetary gift, based on years of service, added to the employees last pay cheque. Please also reference your collective agreement for information regarding retirement pay out eligibility. This includes Gratuity Plan (Article 218), Municipal Pension Plan (Article 222) and Vacation (Article 618).

Questions?

For any questions regarding your retirement please contact the Human Resources Department (hr@wvschools.ca). If you specifically have questions regarding your pay and benefits please contact the Payroll Department (payroll@wvschools.ca). For specific questions regarding your pension payments or benefits offered through the MPP please contact the MPP directly (www.pensionsbc.ca).