



Human Resources Department

NOTICE OF INTENT TO RETIRE FROM TUCSON UNIFIED SCHOOL DISTRICT

Instructions:

Please complete the information below. This form must be received by the Human Resources office by the established deadline detailed in your employee agreement. You may fax your intent to 798-8683 or mail it to the Human Resources Department. ** Once approved by the Governing Board, this "Intent to Retire" may not be rescinded. **

Name (Print): _____

Employee ID Number: _____

Job Title: _____

Grade: _____

Site/Department: _____

Administrator/Supervisor: _____

My last date of employment will be _____ (This date is usually the last day of the semester or the last contract day for all contracted employees). I will have completed ___ years of service with the District.

Bargaining Unit (Check One)

- AFSCME/Blue Collar
- CWA Supervisory/Professional
- ELI Meet and Confer
 - Administrator
 - Psychologist
 - Research Project Mgr
- TEA White Collar/Food Svc
- Supervisory/Confidential
- TEA Consensus
- Exempt Coordinator
- Exempt Administrators

Please print this form and initial and sign below:

_____ Employees who work fewer than 12 months per year and who work the last day of their contracts, benefits will terminate the end of that month. Others should contact the Benefits Office to determine their benefits termination date.

_____ I understand that it is my responsibility to contact the Arizona State Retirement System (ASRS) to ensure accurate retirement status and/or eligibility.

_____ I understand that it is my responsibility to submit the ASRS "Ending Payroll Verification" form to TUSD.

_____ I have notified my administrator to send a "Personnel Action Form" (PAF) to HR.

The above referenced employee agreements govern retirement from TUSD. The agreements provide deadlines and instructions for notification of any intention to retire. Service stipends or retirement pay-out of sick leave accumulation are included in the employee agreements. Employees will be notified of their ability to continue the group health insurance when the retirement action occurs. Contact the Arizona State Retirement System regarding retirement options, benefits and premium benefit (insurance subsidy) at 239-3100.

ASRS Policy on Returning to Work after Retirement

An ASRS member who terminates employment and begins to receive retirement benefits at normal retirement (age 65, age 62 with at least 10 years of service credit, or at 80 points) or later may return to employment with an ASRS employer. However, the ASRS 20/20 rule applies, which limits the retiree to no more than 20 weeks of work at 20 or more hours per week during the first year of normal retirement. Retirement contributions will be taken if the rule is violated, putting your pension in jeopardy. Early retirees are subject to this rule for longer than the first year of their retirement.

For detailed information about the ASRS and returning to work, contact the ASRS at 239-3100 or visit their website at www.azasrs.gov.

Signature: _____ Date: _____