

# RETIREMENT INFORMATION

*Each year, OSSTF District 10 advertises and hosts a Retirement Information Session, usually in early October. Register for this session by contacting the District Office. The workshop is conducted by Provincial Office staff for all members (and their spouses) contemplating retirement. It's never too early to start to understand the process of retiring.*

**In this package, you will find several pieces of information for your consideration if you are planning to retire:**

1. Getting Ready to Retire
2. Notification to the Board
3. Retirement Gratuity (if applicable)
4. LKDSB Computer, E-Mail, and Portal Access
5. Ontario Teachers' Pension Plan
6. LTD Premium Termination
7. Health Insurance and Benefits After Retirement
8. Working After Retirement
9. Checklist
10. Important Contacts
11. Appendix A—"Sample Retirement Letter"
12. Appendix B—"Application for LTD Coverage Termination"

## 1. Getting Ready to Retire

The Ontario Teachers' Pension Plan website ([www.OTPP.com](http://www.OTPP.com)) has an excellent overview for members about how to get yourself prepared for retirement. To access this resourceful information, visit the OTPP homepage and click on the pull-down menu "Members" from the top. Under the "What's New" section you will find information about transitioning to retirement.

## 2. Notification to the Board

To begin the retirement process, you will write a letter to the Board notifying the Director of your intention to retire and collect the gratuity (if applicable). Giving advance notice is suggested. A sample retirement letter is found in Appendix A. Give a copy of this retirement letter to your principal and another copy to the OSSTF District 10 President via interschool mail or email to the District 10 President.

Note: If you are retiring to pension, it is advisable to select a retirement date at the end of a month (ie. January 31 or June 30). **Your first monthly pension payment from OTPP is made at the end of the month FOLLOWING retirement.** For example, if your retirement is effective June 30, your first pension payment is made on July 31.

Your employment group benefits through OTIP end on your date of retirement and it is up to you to make any arrangements for post-retirement benefits should you choose to do so. (See Section 6)

### 3. **Retirement Gratuity (if applicable)**

Article L15 of the Collective Agreement describes the local terms of the Retirement Gratuity. The Provincial Government froze retirement gratuities as of August 31, 2012, through various regulations. If you qualified to receive a retirement gratuity at that time, you were notified by letter from the LKDSB indicating your retirement gratuity amount. This amount will be paid to you upon your retirement, unless you have already opted to receive the Discounted Early Gratuity Pay-Out in August 2016.

The Retirement Gratuity can be:

- rolled into your RRSP (if you have room);
- taken in cash (taxable);
- a combination of the above two options; or
- deferred until the following January.

Consult a trusted financial planner to decide what is best for you. Once you submit your retirement letter, the Board will send you a gratuity option selection form for you to indicate your choice.

### 4. **LKDSB Computer, Email, and Portal Access**

It is important to be aware that upon your retirement date, you will immediately lose access to LKDSB computers and digital devices, the email system, and the employee portal (including the Employee Self Serve system). You will no longer have access to Microsoft 365 or Google using an LKDSB associated account.

### 5. **Ontario Teachers' Pension Plan (OTPP)**

Contact the OTPP by phone or use their on-line system ([www.otpp.com](http://www.otpp.com)) to ensure that they have your current contact information as well as all of the documents required to process your pension. It is recommended that you make these inquiries at least six months before retirement. Several official documents may be required and it may take some time to locate them.

You should also consider what survivor benefit options are best for you:

- 10 Year Pension Guarantee – at your option with cost for duration of your pension
- 50% (waiver required), 60% (default), 70% or 75% - select one at your direction

If you are within four months of your retirement date, after submitting your retirement letter to the Board, apply online for your pension. Go to [www.otpp.com](http://www.otpp.com), sign in under “Member Sign In”, click on the “Your Pension” section. This section includes your Service Record (check for accuracy), your Profile, your Contributions, any Buybacks you may have made or may want to make, and the Document Centre listing required documents to upload (ie. birth certificate, spousal birth certificate, marriage certificate, certificate of divorce or decree absolute if applicable, 50% survivor waiver if applicable, etc.).

To apply for pension, click on “Pension Application” and follow the steps. If you need assistance while applying online, call the OTPP at **1-800-668-0105** weekdays between 8:00am and 5:30pm. Once you've applied, use the website to upload any further required documents to complete the application process and to update and track the progress of your application. Contact the OTPP if you have any questions.

## 6. LTD Premium Termination (End of Coverage)

If your scheduled retirement date is within the next 110 working days and you have notified both the Board and the OTPP, you have the option to terminate your LTD coverage and the associated premium deductions under “Scenario 2” (See Appendix B). Should you become medically disabled after termination, you will not qualify for LTD but could qualify for sick leave should you have sufficient unused sick days up to your scheduled retirement date.

To terminate your LTD coverage and the associated premium deductions, complete the LTD Coverage Termination form (Appendix B) under “Scenario 2” and send it, with a copy of your retirement letter and OTPP service record/statement, to the District 10 Office.

## 7. Health Insurance and Benefits After Retirement

Your employment group benefits end on your date of retirement. Several insurance companies offer supplementary health, dental, and travel insurance coverage to retirees for purchase. Your health, dental, and travel needs need to be carefully considered.

The two main companies that offer benefit packages are Johnson Insurance (through RTO) and OTIP (also referred to as RTIP). Both of these companies offer Retirement Planning Workshops for teachers in our District at various times during the year. It is advisable to visit each of their websites and contact them for information.

- RTO (Johnson Insurance) - [www.rto-ero.org](http://www.rto-ero.org)
- RTIP (OTIP) - [www.otip.com](http://www.otip.com)

Other companies may offer products for retirees, too.

Prior to retirement, it is advisable to check with each company to determine how to enrol, should you choose to purchase their insurance coverage. You have a specific length of time (typically 30 days) to enrol in one of these plans without additional medical proof of insurability.

## 8. Working After Retirement

You can work directly or indirectly for a participating employer for 50 days in each school year following retirement without interrupting your pension. The rules are explained on the OTPP website (search “Working After Retirement” after logging in).

You can work until the end of the month in which you reach and exceed your limit without affecting your pension. If you continue to work after the month in which you have reached the limit, you will need to contact OTPP as you are not eligible to receive your pension for that month and your pension will be suspended. It is your responsibility to count the number of days you work. An on-line App called “Worklog” is available for download to help you keep track of your re-employment days and avoid a pension suspension. By using this on-line tool you can record days worked and know when you are getting close to the 50-day re-employment limit.

## 9. **Check List**

- Register for access to your OTPP Account at [www.otpp.com](http://www.otpp.com)
- Get pension estimates from OTPP through Pension Calculator
- Check personal information and Service Record for accuracy
- Choose proper survivor benefit:
  - 10 year guarantee option
  - 50% (waiver required), 60% (default), 65%, 70%, or 75%
- Decide whether to buy back service, if applicable (e.g. unpaid leave of absence)
- Upload required documents (marriage certificate, birth certificate, spousal birth certificate, etc .)
- Submit letter of retirement to the LKDSB Director (copies to Principal & District 10 President)
- Apply for pension online at [www.otpp.com](http://www.otpp.com)
- Cancel LTD – Appendix B 
  - At your option within 110 working days of retirement date (“Scenario 2”)
  - Attach copies of your retirement letter and OTPP Service Record (pension statement) and send to the District Office
- Choose post-retirement benefit plan (be aware of coverage restrictions)
- Have an updated will/power of attorney (recommended)
- Name beneficiaries/guardians, if applicable

## 10. **Important Contacts**

Marc Robillard  
OSSTF  
60 Mobile Drive  
Toronto, ON M4A 2P3  
416-751-8300  
1-800-267-7867 [www.osstf.on.ca](http://www.osstf.on.ca)

OSSTF - District 10  
50 UBE Drive  
Sarnia, ON N7W 1B6  
519-542-1600  
1-888-350-7282 [www.osstfd10.ca](http://www.osstfd10.ca)

Ontario Teachers’ Pension Plan Board  
5650 Yonge Street, Suite 400  
North York, ON M2M 4H5  
1-800-668-0105 [www.otpp.com](http://www.otpp.com)

RTIP (OTIP)  
1-800-267-6847 [www.otip.com](http://www.otip.com)  
  
RTO (Johnson Insurance)  
1-800-361-9888 [www.rto-ero.org](http://www.rto-ero.org)

OTIP (Ontario Teachers Insurance Plan)  
1-800-267-6847 [www.otip.com](http://www.otip.com)

**SAMPLE LETTER**

Official Retirement

***(Today's date)***

Mr. J. Howitt, Director of Education  
Lambton Kent District School Board  
200 Wellington Street  
Sarnia, ON N7T 7L2

Dear Mr. Howitt:

Please accept this letter as notification of my official retirement as a teacher and \_\_\_\_\_ ***(PAR position if applicable)*** at \_\_\_\_\_ ***(name of school)***. It is to be effective \_\_\_\_\_ ***(date – always at the end of the month)*** and subject to receipt of my full retirement gratuity as per Article 15 in the Collective Agreement with OSSTF - District 10 and based upon the calculation as of August 31, 2012. ***(based upon your own personal decision, choose one of the following two options:)*** I request deferring payment of the gratuity until **January, following year** . **OR** I request payment of my gratuity upon retirement.

I wish to terminate the Long Term Disability Insurance to which I currently contribute, if eligible. I will forward this request to the OSSTF - District 10. ***(Fill out the Application for LTD Coverage Termination form, Policy number 48058-902 – available at [www.osstfd10.ca](http://www.osstfd10.ca) under “Forms” – and return to the District Office along with a copy of this letter.)***

I have been advised of the Board policy regarding confidentiality and at this time I have decided ***to have/not to have*** my name published in the Director's letter.

Sincerely,

***(Your Name)***

cc: ***Your Principal, School***  
cc: ***Jennifer Kumpf, President***  
OSSTF - District 10  
50 UBE Drive  
Sarnia, ON N7W 1B6  
Fax: (519) 542-4446  
[office@osstfd10.ca](mailto:office@osstfd10.ca)

*Revised Feb 2020*



OTIP RAEO

# Application for Long Term Disability (LTD) Coverage Termination

## OSSTF Provincial LTD Plan Teachers Bargaining Unit Members

**Basic Personal Information** *(Must be completed)*

Name (Last, First and Middle Initial)

Address (Number, Street and Apt.)

|                       |                                   |                                                           |
|-----------------------|-----------------------------------|-----------------------------------------------------------|
| City                  | Province                          | Postal Code                                               |
| Home Telephone Number | Work Telephone Number             | School Board<br><b>Lambton Kent District School Board</b> |
| Email Address         |                                   | Date of Birth (mm/dd/yyyy)                                |
| Employee Number       | Policy number<br><b>48058-902</b> |                                                           |

This form should be completed to terminate your LTD coverage and discontinue your premium deductions. Cancelling your LTD coverage should only be done after serious consideration of potential consequences.

There are **three** scenarios under which your LTD coverage could be terminated. Please check off the situation that applies to you and submit the required information as detailed below.

| <input type="checkbox"/> Scenario 1                                                                                                                                                                                                                                | <input type="checkbox"/> Scenario 2                                                                                                                            | <input type="checkbox"/> Scenario 3                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>You are eligible for a 60% unreduced service pension now.</p> <p><b>OR</b></p> <p>You are eligible for a 60% unreduced service pension within the later of either the next 110 working days or the expiration of your sick leave to a maximum of 24 months.</p> | <p>Your scheduled retirement date is within the next 110 working days and you have notified both the Ontario Teachers' Pension Plan and your school board.</p> | <p>You have reached the end of the month in which you turned age 65.</p> <p><b>OR</b></p> <p>You will reach the end of the month in which you turned age 65 within the later of either the next 110 working days or the expiration of your sick leave to a maximum of 24 months.</p> |
| <p><i>A copy of your Ontario Teachers' Pension Plan Board service credit statement is required.</i></p>                                                                                                                                                            | <p><i>A copy of your retirement letter plus a copy of your Ontario Teachers' Pension Plan Board statement is required.</i></p>                                 | <p><i>Proof of age is required (i.e. provincial health card, driver's licence or birth certificate).</i></p>                                                                                                                                                                         |

**NOTE:**

- If a request for cancellation is received **by** the 15<sup>th</sup> of the month, coverage will be cancelled on the 1<sup>st</sup> of the following month.
- If a cancellation request is received **after** the 15<sup>th</sup> of the month, coverage will not be cancelled until the 1<sup>st</sup> of the second month (subject to your board's payroll deadlines).

**Authorization**

In recognition of the documentation attached, I waive all rights of benefit or redress against the LTD plan, or my federation, or its officers, should I become ill or disabled subsequent to the effective date of this termination request and prior to my retirement from the board.

**Return your completed form to your local OSSTF District Office with copies of the supporting documents.**

OSSTF District 10 - Lambton Kent  
50 UBE Drive, Sarnia ON N7W 1B6  
Fax: (519) 542-4446  
Email: office@osstfd10.ca

Signature X \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_