Cleveland Metropolitan School District
Talent Department

NOTICE OF RETIREMENT
(Local 777)

Please Print

Name: _____ Employee ID: _____
First MI Last

Job Title: _____ School/ Department: _____

_____
Home Address City State Zip Code

(____)_____ _____ _____
Home Telephone Number Employee Signature Date

I hereby submit notice of my intention to retire effective the first day of:

Month: _____ Year: _____

Employees with ***ten (10)*** or more years of service with the Cleveland Metropolitan School District may be eligible for severance pay benefits as follows:

Thirty percent (30%) paid in one payment - $30,000 maximum
(**Payment is based on unused accumulated sick leave credit as of retirement effective date)**

Employees who attain age "55 or older" in the calendar year of retirement: It is ***mandatory*** for employees who retire in the calendar year in which he/she attains age "***55 or older"*** and is entitled to severance pay to enroll in the 403(b) Plan. The Tax Sheltered Annuity that will be used is available through American International Group, Inc. (AIG). Employees shall be required to complete AIG enrollment forms. Employees must contact **Bob Hyneman**, AIG representative, ***at (216) 643-6340*** who will discuss the plan, answer all of your inquiries and assist you with completing enrollment forms. No payment of severance pay shall be made until the enrollment forms are submitted to AIG.

Employees who will not reach age "55" in the calendar year of retirement: It is ***not mandatory*** for employees to enroll in a 403(b) Plan. The severance pay will be payable in a lump sum cash payment within two and one-half (2-1/2) months of the effective date of retirement. However, the employee may elect to have all or a portion of the severance pay deferred into a tax sheltered annuity.

IMPORTANT NOTICE: If you have not already submitted your Service Retirement Application to the School Employees Retirement System (SERS), please do so at once. Retirement benefits cannot begin until an application has been received by the SERS at 300 East Broad Street, Suite 100, Columbus, Ohio 43215-3746. If you have any questions or would like to receive the application and estimate of benefits, please contact the SERS at (866) 280-7377.

Life Insurance Information: Upon leaving your employment or otherwise becoming ineligible for group insurance, you are eligible to convert your Group Life Insurance coverage to an individual non-participating Met Life Insurance policy. ***This information will automatically be sent to your home address***. ***Contact Met Life Customer service at 1 (877-275-6387) if you have any questions about the conversion of your policy.***

**** THIS FORM MUST BE UPLOADED IN WORKDAY****