

PERALTA BENEFITS EVERYONE!

Events Sponsored by the PCCD Benefits Office



April 2017 – June 2017

New Employee Benefit Orientation and Retirement Schedule Group Sessions Facilitated by

New Employee Benefits Orientation

New employees have 30 days to elect coverage

Each Tuesday at 2 pm

In the District Benefits Office

No sign up necessary-All are welcome!



- Get help with online enrollment through BenefitBridge:
 - www.benefitbridge.com/Peralta
- Receive information about plan features

Save the Dates Annual Benefit Fairs

Date & Time	Campus	Location
May 2 (9 am-11 am)	Merritt	Staff Lounge
May 2 (12 pm-2 pm)	District	Atrium/Board Room/Lunchroom
May 3 (10 am-1 pm)	COA	L237
May 4 (10 am-1 pm)	BCC	451 B

**2017 Theme: Protect what you own:
Are your Life Insurance Beneficiaries
current?**

**Manager's On-Boarding
8:30 am – 2:00 pm**

April 25 District Offices
May 16 Berkeley City College



Wednesdays, no appointment required-sessions sponsored by CALSTRS **3:30 pm-5:30 pm** in the DISTRICT BOARD ROOM

April 5

May 3

June 7



Registration Required [Click Here](#)

May 2 @ Merritt 8:30 am– 10:30 am Room R29

May 4 @ BCC 10:00 am– 12:00 pm Room 451 A

The District Benefits Office



Retirement Readiness

April 27 3 pm @ District

May 4 1 pm @ BCC

Personal Retirement Appointment with District

Personnel: Email benefits@Peralta.edu or call (510) 466-7229 to schedule within 30 days of your retirement date

April 6

May 11

June 8

Please bring the following to your appointment:

- Most recent paystub
- Copy of the submitted resignation notice
- Collective Bargaining Agreement, if applicable

PERALTA BENEFITS EVERYONE!

Published by the PCCD Benefits Office



Retirement Readiness Checklist

PRE-RETIREMENT CHECKLIST

Within 90 days of Retirement-for counseling and guidance:

- Contact California Public Employees Retirement System (CalPERS) about annuity benefits
- Contact California State Teachers Retirement System (CalSTRS) about annuity benefits
- Contact Social Security about income options
- Contact Medicare to inquire about medical options

Within 60 days (after retirement)

- Complete COBRA Election Notice to continue the following benefits beyond retirement effective date:
 - Dental coverage
 - Flexible benefit plan participation under Medical and/or dependent Care Reimbursement Account IRS Code125
 - Employee Assistance Program

Within 30 days of Retirement

- Inform your department (use guidance in the Collective Bargaining Agreement)
- Complete Universal Benefit Enrollment Form in order to:
 - Confirm your insurance coverage for you and your eligible dependents as a PCCD retiree
 - Update your beneficiary on file
- After you have submitted your notice, then schedule your optional personal appointment with the Benefits Office 10 days thereafter, please bring the following items to your appointment:
 - Copy of recent paycheck
 - Copy of the submitted resignation letter
 - Completed Universal Benefit Enrollment form for continuation of medical benefits, if eligible
 - Collective Bargaining Agreement

POST-RETIREMENT CHECKLIST

Semi-Annually

- Retirees and eligible dependents should submit the Kaiser Reimbursement Form. Reimbursements are processed each July and January

Annually

- Inform the district's agent (Pension Dynamics) of your Medicare premium

Within 30 days

- Notify the District of your change of address
- Notify the District of addition of dependent (new wife, child)
- Inform the district's agent of change in Medicare Premium amount

Survivor's Checklist

- Notify Benefits Office of retiree's death. Call 510.587.7838 option 5
- Consider enrolling in medical insurance within 60 days of retiree's death
- Pay premiums on a monthly basis
- Submit Kaiser co-pay reimbursement form, if applicable send annual Medicare premium verification

Revision Date: April 29, 2016