Retirement from Jeffco/PERA
Frequently Asked Questions

1) I am thinking of retiring. Who do I contact?

Your retirement benefit is through Colorado PERA. Contact PERA at 1-800-759-7372 to find out your eligibility, retirement payout options, and payout amounts. It is recommended that you contact PERA at least three months prior to your last day of active work. You should return your completed PERA retirement application to PERA 60-90 days in advance of your retirement date.

2) What are the necessary steps to retire with Jeffco?

Please review the Retirement Checklist for next steps. This FAQ should address most of your questions. It also provides resources if you cannot find answers here.

3) How can I learn more about retirement?

- Register for one of the upcoming Jeffco Retirement Education Seminars
- Visit the PERA Website or call PERA directly at 1-800-759-7372
  - You will want to confirm with PERA when your retirement benefits begin so that you can choose an appropriate resignation effective date from Jeffco
- Sign up for one of the PERA Webinars
- Review the PERA YouTube Channel
- Visit PERA's "Highest Average Salary Tables website." The Highest Average Salary (HAS) Tables show you, based on your age and years of service at retirement, what percentage of your HAS will be used to calculate your monthly retirement benefit.
- If you still have questions, contact the Jeffco Employee Total Rewards Department at benefits@jeffco.k12.co.us or 303-982-6527

4) I understand I am resigning from Jeffco and retiring from PERA. What is the effective date I should use when submitting my resignation to Jeffco?

Your effective date of retirement from PERA will be the first of the month following your last day worked. Note that your last day of ACTIVE work (e.g., your effective resignation date from Jeffco) is the last day you are physically required to report and are at work. This is the date that PERA uses to calculate when your PERA retirement benefits will begin. PERA begins the first of the next month following your last day of active work. If, for example, your last active day is May 30th, PERA benefits will begin June 1st. If your last active day is June 1st, your PERA benefits would not begin until July 1st.

Employees must complete their work year, or they risk early escrow payout and loss of benefits. Employees may not trade days worked earlier in the year to resign before their work year ends.

5) Where can I learn more about sick and personal leave payout?

Employees who terminate employment from the District with 20 or more years of *qualifying service* may receive a payout based on their unused sick and personal leave balances. Qualifying Service is service with the district, working in a position that was represented by JCEA, JCAA, or JESPA (formerly JCAP and CSEA). For employees who terminate January 1, 2019, or later, preschool service and service working in a District School of Innovation will count.

Please review the Sick and Personal Guidelines on the Sick and Personal Leave Payout page to find additional information, including the payout schedule and rates.

Note that years of service or payout amounts will not be calculated until after a resignation has been submitted and is within 2 weeks of the scheduled payout dates.

6) Why is the PERA Final Six Months' Salary Report important?

The *Final Six Months' Salary Report* is necessary for PERA to process your retirement. You must contact the payroll department and ask them to submit this digital report. Contact them by either email at payroll@jeffco.k12.co.us, call them at 303-982-6780, or create a JeffcoHelp ticket. This form needs to be completed by Jeffco and sent to PERA before your retirement date. This way, PERA can process your retirement application to ensure that pension payments begin at the end of your retirement month and, if applicable, you are covered under PERACare health benefits from the beginning of the month. The first retirement check will be a manual check and will be mailed to the address on record. All subsequent retirement checks will be directly deposited into your bank account. The *Final Six Months' Salary Report* is NOT needed for you to turn in your Retirement Application to PERA.

7) When will my benefits with Jeffco end?

Most resigning/retiring district employee benefits will continue through the month of termination (i.e., August). If you decide to start your PERACare or other retirement benefits on July 1, you'll want to

drop your District benefits during the annual benefits enrollment period. If you drop coverage during Jeffco's open enrollment, you will **not** be offered COBRA. The chart below will provide additional information.

Type of Employee	Last day of active work	Termination date	Benefits end
Teachers/Certified Employees* and **Other Employees*** who work less than year-round, but are paid for the entire school year. *You must work through the end of your contract work days in order for your benefits to extend through the escrow payout period.	Per your individual contract, generally in May or June. Check the Days Worked Calendar page for details.	For District employees, August 15. For Charter school employees, contract start and stop dates vary by school - so check with your school.	For District employees, August 31. (As long as you re-enroll in medical during the 2026 open enrollment period) For Charter school employees, benefits end on the last day of your termination month, which varies by school - so check with your school.
Year-Round Employees and **Hourly Employees**	Last day you are scheduled to report to work. You cannot extend your termination date by using sick, personal or vacation time.	The day after your last day of active work.	End of the month of your last day of active work.

8) Should I keep my tax deduction status the same once I decide to retire?

Depending on when your PERA membership began, it may be beneficial to change your healthcare elections to AFTER tax, 3-4 years prior to retirement. After-tax deductions will help increase your PERA earnings and therefore, increase your PERA benefit at retirement. You can only change your tax-deduction status during the annual open enrollment period. Find out more by clicking HERE.

9) When will I receive a COBRA notice?

Within a week of your benefits ending, you will receive a COBRA notice mailed to the mailing address on file in ESS. You will only be offered COBRA for the plans you are enrolled in at the time of termination. If you drop coverage during Jeffco's open enrollment, you will not be offered COBRA. See Question 10 for more information.

- For questions about how COBRA works, please contact iTEDIUM or call 1 (844) 483-3486.
- Click here to learn how COBRA works.
- Click here to view the current COBRA rates.

10) What are my options for my health coverage once I retire?

		65+ *	Under 65	Information
*Or under 65 if Medicare eligible due to disability or other qualified reason				
Enrollment in a Spouse's plan		✔	✔	If your spouse is still employed, your loss of Employer coverage is generally a qualifying event to enroll in coverage under your spouse's plan.
Medicare - Parts A-D		✔	X	Contact Medicare at 1-800-633-4227 for assistance in enrolling in Part A and B. We recommend contacting Medicare 2-3 months before your loss of coverage.
Medicare PERACare (Medicare Part C Plan)		✔	X	To enroll in a PERACare Medicare plan, you must first enroll in Medicare Part B (and Medicare Part A if you are eligible to receive it at no cost). You can find out more information about PERACare on the PERA website or by calling PERA at 1-800-759-7372.

COBRA - Medical Coverage		X	✔	If you are enrolled in medical benefits on your termination date, you will be offered the opportunity to continue your benefits, for up to 18 months, or to age 65 for medical coverage, at your cost through COBRA. Enrollment in COBRA is time-sensitive & determined by the date of your loss of Employer coverage. Voluntarily dropping your Jeffco coverage during the annual benefits enrollment period WILL NOT allow you to extend your health benefits through COBRA.
COBRA - Dental & Vision Coverage		✔	✔	If you are enrolled in dental or vision benefits, or the healthcare FSA on your termination date, you will be offered the opportunity to continue your benefits, for up to 18 months at your cost through COBRA. Enrollment into COBRA is time-sensitive & determined by the date of your loss of Employer coverage. Voluntarily dropping your Jeffco coverage during the annual benefits enrollment period WILL NOT allow you to extend your dental and vision benefits through COBRA.
Pre-Medicare PERACare		X	✔	You can find out more information about PERACare on the PERA website or by calling PERA at 1-800-759-7372.
Colorado Marketplace		X	✔	You have 60 days from your loss of Employer coverage to enroll in a plan. You can review plans and prices on connectforhealthco.com.

11) How do I apply for Medicare?

You can apply for Medicare through your local Social Security Administration office three (3) months before your 65th birthday, or if you are over 65 and have delayed Medicare enrollment, you are encouraged to apply three (3) months before retirement. You can apply for Medicare through your local Social Security Administration office three months before your 65th birthday in three ways:

1. Online at www.socialsecurity.gov.
2. By phone at 1-800-772-1213 (TTY 1-800-325-0778 for the hearing/speech impaired).
3. In person at your local Social Security office.

You can review Medicare plans online by clicking here. Please also complete Form CMS-L564. Fill out section A, and submit it to benefits@jeffco.k12.co.us for completion of section B.

If you are not eligible for Medicare, contact PERA for your options under PERACARE.

12) I currently participate in one of the voluntary retirement plans (TSA/403(b), 401(k), 457). What do I need to do with my account?

PERA is the plan sponsor for both the 401(k) and 457 plans. Empower is the record keeper. Please contact PERA at 1-833-426-7372 for any questions you have about your 401(k) and 457.

Jeffco sponsors the Jeffco TSA/403(b) Plan and uses Empower Retirement as its record keeper. You may keep your assets invested in the Jeffco Schools 403(b) TSA Plan. View the Voluntary Retirement Plans for additional information. If you have an active 403(b) loan, contact Empower. To avoid defaulting on your loan, you MUST pay it in full before termination.

You can also schedule an appointment to meet with your Empower Representative for further information about your account.

- Contact Empower Retirement directly to request a distribution form. If you are not eligible for an in-service distribution, you must be terminated from all Jeffco Schools positions (including sub-teacher, game-worker, and coaching positions) to take a termination distribution from any of your voluntary retirement plans.
- Re-employment may affect your ability to take a distribution from your voluntary retirement plan accounts.
- If you are rehired, please revalidate your savings plan contributions immediately upon rehire, as your contributions may be reinstated at the same contribution rate as when you left. You may start/stop your contributions at any time; however, there are monthly payroll deadlines to be met. Savings elections must be based upon a percentage rather than a flat dollar amount if rehired. Visit the Retirement Benefits page for more information.

13) What will happen with my life insurance plan?

If you were enrolled in life insurance with the district, you will be sent a letter from Standard Insurance regarding your ability to extend your life insurance benefits. You have only 60 days to reply.

If you are enrolled in Life insurance through PERA, please contact PERA for additional information.

14) I was covered by Social Security during my career. How should I proceed?

If you have been covered by Social Security at any time during your career, contact Social Security to receive an estimate of your benefit (if any). Your PERA benefit will **not** be reduced if you receive a Social Security benefit.

15) What do I need to know about working after retirement?

If you plan to work after retirement, please review the PERA document Working After Retirement.

Colorado state law specifies that employment for any PERA employer during the effective month of retirement will result in a reduction of your retirement benefit. The requirement is that no work is performed the 1st to the 31st during the month of PERA retirement.

16) Can I return to work for Jeffco after I retire?

Yes. Jeffco encourages retirees to apply for substitute opportunities for which they are qualified for and interested in. Retirees are eligible to apply for other positions; however, if hired, they are restricted to the number of days they can work per PERA guidelines. In addition, salaries are based on current Jeffco salary practices and/or negotiated agreements.

17) Will I be eligible for unemployment?

As a former employee you may be eligible for Unemployment Compensation Benefits as long as you meet the eligibility requirements under Colorado law. To get more information about eligibility, filing a claim, and current claim information, please visit the Colorado Unemployment Information website.

After your last day worked (and within 75 days), you can get your information to file a claim by visiting the Jeffco/ESS Homepage and selecting the "Separation Letter" tile. If you need to access your information after 75 days, please contact HR.

18) What if my contact information changes?

Complete the Member Information form and mail it directly to PERA if your contact information changes. Ensure you update PeopleSoft as well.

If you have an address change after your resignation/retirement effective date, please fill out the Former Employee Address Change form. Please return the completed form to Human Resources, Employee Records Department by email, fax or mail. The contact information is provided on the form.

19) How can I stay connected and involved with Jeffco after retirement?

The Jefferson County Retired School Employees Association (JCRSEA) is a membership group of any former employees of a school district. Contact the group for information about programs, how to stay involved with school district efforts, and to stay connected with other former employees interested in Jeffco Public Schools. Learn more about JCRSEA on Facebook (search JCRSEA).

You can also sign up for newsletters and other district communications including:
Like us on Facebook - @JeffcoPublicSchoolsColorado
Follow us on Twitter - @JeffcoSchoolsCo
Watch us on YouTube - JPS-TV
Visit us on Instagram - @jeffcoschoolsco