

MICHAEL MCKENNA, CHIEF HUMAN RESOURCES OFFICER

HUMAN RESOURCES DEPARTMENT

**PLANNING TO RETIRE FROM EL PASO COUNTY?** Here are some things you should do six to eight weeks, before you retire.

**RETIREMENT CHECKLIST**

- Call the **Retirement Office** at (719) 520-7490 to schedule an appointment to complete the necessary paperwork. Appointments are available Tuesday through Friday.
- Call the **Employee Benefits Division** at (719) 520-7486 option 2 to schedule an appointment. Appointments are available in person Monday through Wednesday and by phone Monday through Friday. During the appointment, we will discuss:
  - Options to continue Medical, Dental, and Vision plans. All retiring employees must complete a Retiree Benefit Election Form prior to retirement.
  - Options to continue Life and Supplemental insurance plans.
  - Next steps for your Flexible Spending Account (FSA).
  - How retirement may affect your Reach Your Peak+ (RYP+) Health Reimbursement Account (HRA).
  - **If you are Medicare-eligible (age 65 or older):** Obtain an Employment Verification Form for proof of employer medical coverage - this form is needed to enroll in Medicare Part B effective on your retirement date (we recommend beginning the Medicare enrollment process as soon as possible, but ideally, eight weeks prior your retirement date).
- Email your Letter of Retirement notice to [HR@elpasoco.com](mailto:HR@elpasoco.com) and copy your supervisor and [EPCRPSupport@elpasoco.com](mailto:EPCRPSupport@elpasoco.com). Be sure to include the following information:
  - Your intent to retire.
  - Your last day of employment: \_\_\_\_\_. *(If approved for paid leave beyond last day of work, this date will be the last day of approved leave.)*
  - The effective date of your retirement: \_\_\_\_\_. *(First of the month following the above date.)*
- Call the **Payroll Department** at (719) 520-6498 option 2 to discuss via phone:
  - Your remaining leave balances and when you can expect your final check.
  - Options to defer some of your final payroll check into the 457 Deferred Compensation Plan, which can help lower taxes if you have a large payout of accrued leave.
  - Options to change the withholdings on your final check.