

# RETIREMENT PROCESS INSTRUCTIONS

## *FOR MEMBERS OF THE*

### CINCINNATI RETIREMENT SYSTEM

1. The employee member must contact their immediate supervisor or Department/Division HR Liaison to inform them of the decision to retire and the retirement effective date (**Please Note - the employee's Retirement Effective Date is ALWAYS the 1<sup>st</sup> day of a month - no exceptions**).
2. The Department/Division HR Liaison will send an email message to [CRSInfo@cincinnati-oh.gov](mailto:CRSInfo@cincinnati-oh.gov) requesting verification of the employee's retirement eligibility and earliest retirement date. CRS staff will review the employee's retirement account information and email the HR Liaison to inform them of the employee's retirement eligibility date (**Please Note - this email address is ONLY for use by HR Liaisons for determining an employee's retirement eligibility**).
3. The employee member will obtain the Retirement Application from the Department/Division HR Liaison and legibly complete and sign the Application. The employee needs to complete the following information ONLY on the application form:
  - the date the form is signed (top right);
  - Job Title & Department/Division;
  - Retirement Effective Date;
  - Employee's Date of Birth;
  - Employee's correct current home address;
  - printed legal name; and
  - signature.

**Please have the employee provide a reliable daytime contact phone number directly on the Application form so that CRS staff can contact the employee if necessary.** Please provide a copy of the CRS Retirement Schedule for the current year to the employee for their reference. Make additional copies of the CRS Retirement Schedule as needed.

4. The Department/Division will complete the second section of the Application, and enter the Retirement Effective Date selected by the employee. This section needs to be signed by the Department Director or Division Manager. This is the Department's acknowledgement of the employee's pending retirement from City service.
5. The signed Retirement Application form (in its entirety) must be received by the Retirement Division office (Room 328 - City Hall) **on or before the Retirement Notification Deadline date published on the annual Retirement Schedule.** The Department/Division can make a photocopy of the signed form for the employee and for the Department's or Division's records, but the signed original application

must be returned intact to the Retirement System office. Once the employee is formally retired and all other required processing completed by CRS, the employee's Department will receive a copy of the signed application.

6. Once the CRS office receives that signed Retirement Application, CRS staff will enroll the employee in the Retirement Processing Session scheduled for that selected Retirement date.
7. Once the signed Retirement Application is received by CRS, CRS will mail a packet of information to the employee's home address, including:
  - ***Retiree Healthcare benefit information (if eligible);***
  - ***A Retirement benefit estimate for the retirement date specified by the member;***
  - ***A detailed description of benefit payment options;***
  - ***Important dates for Retirees;***
  - ***A listing of documents that must be provided by the member at the retirement processing session;***
  - ***A listing of documents to be signed by the member at the retirement processing session;***
  - ***Information about Medicare;***
  - ***Information about the designation of Beneficiaries and Optionees;***
  - ***How to request a deferral from the lump sum payout to a 457 Deferred Compensation plan***
8. All documents requiring a member's signature will be distributed at the Retirement Processing Session; documents requiring signatures will NOT be provided to the members in advance of the Session.
9. The Retirement Processing Sessions are **ONLY** for the benefit of members who have submitted a Retirement Application, to complete all necessary paperwork and answer questions regarding retirement benefits. These sessions are designed to assist those members transitioning from active employment to retirement.
10. Employees may rescind (cancel) their Retirement application after it is submitted, provided that they complete and sign the Rescission Form published by the Retirement Division and submit same to the Retirement Division **NOT LESS THAN 15 DAYS PRIOR** to their originally submitted retirement date.
11. If an employee rescinds (cancels) their submitted Retirement application three (3) times, no further retirement applications will be accepted and processed until and **unless a fee of \$250 has been paid to the Cincinnati Retirement System by the employee (by check ONLY).**
12. The employee's Department/Division should update the employee's CHRIS record accordingly to reflect retirement in accordance with established CHRIS procedures.