

ARE YOU THINKING ABOUT RETIREMENT?



SCETF

Simcoe County
Elementary Teachers'
Federation



This Document, when delivered electronically, contains active links. If you would like an electronic copy, please contact Amy Stepanek, at the SCETF Office, at amys@scetf.org

Relevant Collective Agreement Articles ([access here](#))

2.06 Resignations, Retirements and Terminations

(a) Notification of intent to resign must be submitted, online through the SCDSB website no later than November 30th for resignation to be effective December 31st of that year, or no later than April 1st for the resignation /retirement to be effective August 31st of that year. A Teacher who is eligible for a retirement gratuity and who submits their retirement letter to the board prior to April 1st, shall receive their retirement gratuity payment by June 30th.

(b) A resignation may occur at any time during the school year providing that the resignation is mutually agreeable to the Teacher and the board.

ARTICLE XVIII -- RETIREMENT GRATUITY

See Part A – Central Terms – APPENDIX A – Retirement Gratuities

18.01 Any employee who has served a minimum of five continuous years with this Board, or its predecessors, and retires due to any of the following conditions shall be entitled to a Retirement Gratuity:

1. Death.
2. Permanent disability as defined by the Teachers' Pension Plan.
3. Eligibility for and in receipt of a service or disability pension as defined by the Teachers' Pension Plan.
4. With the transfer of pension benefits through the commuted value option, provided that the employee has achieved a factor which is within 1 of the factor required for an unreduced pension or is within 6 months of the minimum age required for a reduced pension. This provision is not intended to be a service gratuity and if challenged successfully under any statute will be null and void.

The Gratuity shall be calculated as follows:

$$\frac{N}{200} \times \frac{S}{2} \text{ where}$$

N - is the number of unused accumulated sick leave credit days at time of separation from the Board as a Teacher and/or academic official, and

S - is the salary at time of retirement

all subject to the following conditions:

- (a) In accordance with Section 180, Education Act, whereby, in no case shall the gratuity payment be in excess of the amount of one-half of the year's salary at the rate received by the employee immediately prior to his or her termination of employment.
- (b) All personnel may elect to receive the gratuity in one to three payments. In this, all are advised to consult their income tax office to ascertain the most advantageous plan.

(c) In the event of the death of an employee, any benefits accrued under any of the above conditions shall be paid to the beneficiary designated by the Teacher.

(d) No Teacher in the employ of the Simcoe County District School Board at the date of commencement of its jurisdiction over County schools on January 1st, 1969, will receive a lesser retirement gratuity than that calculated under the policies of his or her employing Board which was dissolved at the time of take-over by The Simcoe County Board of Education.

18.02 Notwithstanding Article 18.01, a Teacher who, during the school year immediately prior to the Teacher's retirement, reduces their contract status shall not suffer a reduction of the gratuity as a result of that reduced contract status.

APPENDIX A – RETIREMENT GRATUITIES

A. Sick Leave Credit-Based Retirement Gratuities

- 1) A Teacher is not eligible to receive a sick leave credit gratuity after August 31, 2012, except a sick leave credit gratuity that the Teacher had accumulated and was eligible to receive as of that day.
- 2) If the Teacher is eligible to receive a sick leave credit gratuity, upon the Teacher's retirement, the gratuity shall be paid out at the lesser of,
 - a) the rate of pay specified by the board's system of sick leave credit gratuities that applied to the Teacher on August 31, 2012; and
 - b) the Teacher's salary as of August 31, 2012.
- 3) If a sick leave credit gratuity is payable upon the death of a Teacher, the gratuity shall be paid out in accordance with subsection (2).
- 4) For greater clarity, all eligibility requirements must have been met as of August 31, 2012 to be eligible for the aforementioned payment upon retirement, and the Employer and Union agree that any and all wind-up payments to which Teachers without the necessary years of service were entitled to under Ontario Regulation 01/13: *Sick Leave Credits and Sick Leave Credit Gratuities*, have been paid.
- 5) For the purposes of the following boards, despite anything in the board's system of sick leave credit gratuities, it is a condition of eligibility to receive a sick leave credit gratuity that the Teacher have ten (10) years of service with the board:
 - i. Near North District School Board
 - ii. Avon Maitland District School Board
 - iii. Hamilton-Wentworth District School Board
 - iv. Limestone District School Board

B. Other Retirement Gratuities

A Teacher is not eligible to receive any non-sick leave credit retirement gratuity (such as, but not limited to, service gratuities or RRSP contributions) after August 31, 2012.

Checklist from Ontario Teachers' Pension Plan

Please visit the [OTPP Preparing to Retire pages](#)

Sign into your account - <https://www.otpp.com/members/my/>

1. Upload your documents

[Here's a list of what we need](#). It's never too early to sign in to your account, check for alerts for outstanding documents and use the [uploader tool](#) in your Document Centre.

2. Give your employer a retirement/resignation letter

You can apply for your pension before you resign. OTPP won't inform your employer of your resignation, unless you are receiving long-term income protection benefits, or are currently on a leave.

To ensure you don't lose any pension payments, make sure you give your employer a resignation letter before your resignation date. The resignation date on your pension application must be the same date you include in your resignation letter.

To fill out your retirement letter for SCDSB, when you are ready, go to: [Online form](#)

Staff website – Department Sites – Human Resources – Human Resource Services – Notice of Intent to retire or resign – fill in the required info and press submit

3. Have your banking info handy

To set up the direct deposit for your pension, have your financial institution's information and your bank account number handy when you apply. You can find this information through your online bank account or on a cheque.

4. Update your email address and personal info

Take a look at [your profile](#) in your account.

Do they have your current personal email address on file? You likely won't have access to your work email account after you retire so make sure you update your email address. They'll use it to send your pension application confirmation and other important information after you retire, if your communication preference is set for email.

Are your mailing address and phone number up to date? Has there been a change in your marital status? You can update these anytime. If your personal information is out of date when you submit your application, it may delay our ability to pay your pension.

5. Decide on a survivor pension level

The default amount of a spousal survivor pension is 60% of your lifetime retirement pension. However, you may choose a higher or lower amount. You can change your option, but once they make your first pension payment it becomes irrevocable.

If you choose to lower your survivor pension below 60%, they need [a waiver](#) signed by you and your spouse before we make your first pension payment.

If you have an eligible spouse when we make your first pension payment, they'll continue to be entitled to a survivor pension even if you separate or divorce. Contact OTPP to learn about providing a new spouse with a survivor pension.

6. Arrange for supplementary medical coverage

OTPP doesn't offer health and dental coverage. There are independent organizations who offer retiree health and dental coverage including but not limited to:

ARM Retiree Health Insurance Plan - <https://www.otip.com/arm>

RTOERO - <https://rtoero.ca/>

OTIP/RAEO Plan - <https://www.otip.com/For-Retirees>

Contact them directly for details and to arrange for coverage.

7. Apply for your pension

When you're ready, don't forget to hit "submit" when you [apply for your pension](#). You can work through the pension application at your own pace, but they won't start processing your application until you hit submit. You should apply for your pension no later than two weeks before the end of the month in which you want to start receiving it.

Once you hit submit, you'll receive a confirmation email that OTPP received your pension application. This email will contain some of the key dates and decisions you told them in your application and information on next steps and timelines.

Days before your first pension payment, OTPP will send you an email with a few things you need to know so you can stay on top of your pension.

OTPP

Connect by email, phone or fax

Email: inquiry@otpp.com

Phone: 416-226-2700 or 1-800-668-0105 (toll free)

Fax: 416-730-7807 or 1-800-949-8208 (toll free)

Call service hours: 9 am to 4:30 pm, Monday to Friday

Retirement Gratuity Information for Retiring Employees



- The payment of a gratuity or retiring allowance is governed by Canada Revenue Agency (CRA) Regulations. The Simcoe County District School Board will report to CRA based on these regulations.
- If you are eligible for a vested retirement gratuity from Simcoe County District School Board, you will have received a letter from the board confirming your eligibility, years of service, sick leave credits and salary at August 31, 2012 and gratuity amount.
- To be eligible to receive your gratuity you must be retiring and in receipt of an Ontario Teachers' Pension Plan or an OMERS Pension.
- Your Retirement Gratuity can be paid in cash, transferred into a Registered Retirement Savings Plan (RRSP) or a combination of both. You can also request that payment of your gratuity be deferred to another tax year. The Board does not pay interest on deferred gratuity monies.
- You can transfer \$2,000 per year into a RRSP for every year you were employed by a Board of Education before 1996; in addition you can transfer \$1,500 for each year before 1989 that you were employed by a Board of Education and you were not a member of the pension plan. These transfers will not affect your RRSP personal contribution room.
- You can also transfer your gratuity into a RRSP, if you have personal room available. You will have to provide a copy of your most recent income tax assessment to payroll.
- If you request that your retirement gratuity be paid in cash, income tax is deducted on a lump sum basis as prescribed by CRA;
 - 10% if the payment is not more than \$5,000
 - 20% if the payment is more than \$5,000 but not more than \$15,000; and
 - 30% if the payment is more than \$15,000
- Your collective agreement will provide you with information on eligibility, payment options and gratuity calculation for your employee group.
 - Secondary Teachers – Article 19
 - Elementary Teachers – Article 18.01
 - OPSEU – Article 17.07
 - CUPE – Article 19.08
 - Principals and Vice-Principals – Terms and Conditions of Employment – Section 3(h)
 - Administrative Staff – Employee Handbook
- Contact Information:
 - Joanne Gemus
 - Manager of Compensation and Benefits
 - (705) 734-6363 ext. 11362
 - jgemus@scdsb.on.ca

SCDSB Intent to Retire Form: <https://scdsb.sharepoint.com/sites/HumanResources>

Useful links

- Leave of Absence Requests
- Name / Address Change
- Workplace Health & Safety/Safe Schools Incident...
- Notice of Intent to Retire or Resign
- PD Absence Management
- Feedback Form

My Employee Gr



Human Resource Services
ETFO (Contract) Empl

Morgan, Samanth
Edited September

Simcoe County
District School Board


Notice of Intention to Retire / Resign

Choose your current position type below

- I am currently in a Permanent, Long-term or Temporary Position
- I am currently only on an Occasional/Supply List



Retirement / Resignation



Donnie Mills
dmills@scdsb.on.ca

* Retirement or Resignation
Retirement

* Primary Employee Group
ETFO (Contract)

* Current Supervisor (Start typing surname)
Type supervisor surname to search

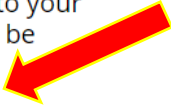
* Effective Date (Last work day/employment date with SCDSB)
12/31/2021

Comments (Visible to Supervisor)
Comments entered will be visible to your supervisor and HR staff

Additional Comments (Updated contact info or other requests to HR)

Comments entered will be visible to HR staff

Click submit to complete your request. An acknowledgement officially accepting your retirement/resignation will be emailed to your SCDSB email. Information provided will be sent to HR and your supervisor.



Submit to HR

**Simcoe County District School Board
EMPLOYEE RETIREMENT GRATUITY FORM**

Employee Social Insurance #: _____ Employee I.D.# _____
 Name: _____
 Address: _____
 City: _____ Province: _____ Postal Code: _____
 Personal E-mail: _____

Gratuity Options:

Cash: Yes / No If "Yes" please specify amount: _____

RRSP: Yes / No If "Yes" please complete the "Transfer to RRSP Information" below

Transfer to RRSP information:

Financial Institution: _____
 Address: _____
 City: _____ Province: _____ Postal Code: _____
 RRSP Policy #: _____

**If you do not wish to have your gratuity paid out as soon as possible following retirement, please provide a deferral date in the additional notes section. If this involves a transfer to RRSP, you will need to provide proof of available contribution room for that current tax year.*

Additional notes: _____

Employee Signature: _____ Date: _____

PAYROLL OFFICE USE ONLY

Employee Group: _____ Retirement Date: _____ Gratuity Amt: _____
 Eligible Years Service: _____ @ \$2,000 _____ @ \$3,500 Eligible Contribution: _____
 Ineligible Contribution: _____ Total RRSP: _____ Financial Inst. Vendor # _____
 Cash: _____ Remainder: _____

Cash Amount (GROSS)	_____	_____
Income Tax Amount (%)	_____	_____
Cheque Amount (NET)	_____	_____



ETFO Provincial Teacher Long Term Disability (LTD) Coverage Termination Provisions

Your options

You may qualify to cancel your LTD coverage if you meet any **one** of the following criteria as set out by your plan.

<p>You are eligible for a 60% unreduced service pension now.</p> <p>OR</p> <p>You are eligible for a 60% unreduced service pension within the later of the next 110 working days or expiration of sick leave and in no event more than 24 months.</p>	<p>You have reached the end of the month in which you turned age 65.</p> <p>OR</p> <p>You will reach the end of the month in which you turn age 65, within the later of the next 110 working days or expiration of sick leave and in no event more than 24 months.</p>
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What is an unreduced pension?

Your retirement pension is calculated without a reduction or penalty.

To qualify for an **unreduced pension** under the Ontario Teachers' Pension Plan (OTPP), you must have the "85 factor" (age + qualifying service = 85).

To qualify for a **60% unreduced pension**, you must have 30 years of **credited** service **and** meet the above "unreduced pension" criteria.

Termination of LTD Contributions

- If your termination effective date is retroactive, your overpaid LTD contribution deductions will be refunded; limited to the current school year and one school year prior.

How to complete the Application for Long Term Disability (LTD) Coverage Termination

If you meet **one** of the above scenarios, you can apply to terminate your LTD coverage and discontinue your LTD contribution deductions. Please complete and submit an Application for Long Term Disability Coverage Termination form including the supporting documentation required in order to process your request.

If you are exiting the plan based on a 60% unreduced service pension, the following documents are required to accompany your application form:

1. The first page of your OTPP Annual Pension Statement confirming when you were or will be eligible for an unreduced pension – see example on page 3.
2. The first page of your Current OTPP Service Record – see example on page 4.
3. If you have already submitted your retirement to OTPP you will need to include your Retirement Statement – see example on page 5.

You can obtain these documents by logging into the Ontario Teacher's Pension Plan (OTPP) [Members Login Page](#).

If you need assistance obtaining the required documents, please reach out to OTPP directly in **one** of three ways:

- Online via www.otpp.com/members/my/
- Email at inquiry@otpp.com
- Call 1-800-668-0105

Questions and where to send your LTD Termination Application

The ETFO Provincial LTD plan is sponsored by ETFO. Please direct your questions to your local ETFO office. To ensure LTD contribution deductions are discontinued by a desired date, please submit your completed form with the necessary documentation as soon as possible to:

ETFO Local

Simcoe County Elementary Teachers' Federation
351 King Street, Unit #3
Barrie, ON
L4N 6B5
(705) 728-2888

Contact: Monica Goodfellow, Benefits Officer

Sample OTPP Annual Pension Statement

In the example below, you will see on the right side highlighted in blue, the earliest unreduced service pension date was January 1, 2022.



Name /Address

STATEMENT OF PENSION BENEFITS

Here's an overview of what you've accumulated toward your pension to the end of the [redacted] school year.

Key information

For the [redacted] school year:

Pensionable earnings	\$102,291
Credit (years)	1.0000
Annualized salary	\$102,291
Qualifying service (years)	1.0000

Since you joined the plan:

Average of your best five-years' salary	\$100,635
Credit (years)	28.8464

Qualifying factor: 84.4212

Your age plus qualifying service determines your qualifying factor. You're eligible for an unreduced retirement pension at your 85 factor or age 65.

Account number: #####

To learn more about your pension plan, visit: www.otpp.com

This section provides your unreduced service pension date of Jan 1, 2022. If the statement indicates you already qualify, please provide a prior years' statement that includes the date.

Jan. 1, 2022

Earliest unreduced pension start date, assuming you keep working (85 factor)

\$58,600

Annual gross pension

Sample OTPP Service Record

Please provide a copy of the first page of this statement.

1/29/22, 10:02 AM

Service Record - Ontario Teachers' Pension Plan



5650 Yonge Street
Toronto, Ontario, Canada
M2M 4H5

tel: 416-226-2700 or 1 800-668-0105
fax: 416-730-7807 or 1 800-949-8208
www.otpp.com

Member Name (Pension Number)

Service Record

Summary (as of January 29, 2022)

Total credit in years:
Total qualifying years:
Age:
Qualifying factor:

88.4081

30.0387
32.0876
56.3205

Unreduced Pension (85 Factor)

An **unreduced** pension means that your retirement pension is calculated without a reduction penalty. You qualify for an unreduced pension once your age and qualifying years equal 85.

60% Pension

A 60% pension means having 30 credited years of service which is the actual number of years, months, and days you have worked and contributed to the plan.

Service details

Year	Type of credit	Qualifying years	Annualized earnings (\$)	Credit (years)	Pensionable earnings (\$)
2021/2022	Employment	0.5876	not avail. ¹	0.5103	53,530.64
2020/2021	Employment	1.0000	109,459.99	1.0000	109,459.99
2019/2020	Employment	1.0000	108,353.94	1.0000	106,141.51 ²

Sample Retirement Statement

This statement would only be required if you already submitted your retirement to OTPP.



5650 Yonge Street
Toronto, Ontario, Canada
M2M 4H5

tel: 416-226-2700 or 1 800-668-0105
fax: 416-730-7807 or 1 800-949-8208
www.otpp.com

Retirement Statement

Plan registration number: <#####>

Pension calculation details

Service and retirement

Credit:	27.5493	Date you joined the plan*:	January 1, 1993
Qualifying years:	29.0026	Date of retirement:	June 30, 2022
Factor (age + qualifying years):	90.1012	Date of pension start:	July 1, 2022

Profile

Date of birth:
Marital status:

Average salary

Year	Credit	Salary	Qualifying years	Rate used in calculation
2017-2018	1.0000	\$97,574.02	1.0000	\$97,574.02
2018-2019	1.0000	\$99,043.03	1.0000	\$99,043.03
2019-2020	1.0000	\$101,003.10	1.0000	\$101,003.10
2020-2021	1.0000	\$102,044.00	1.0000	\$102,044.00
2021-2022	1.0000	\$103,064.00	1.0000	\$103,064.00
			Average salary	\$100,545.63

Pension before reductions

		Average salary		Credit		
2.0%	x	\$100,545.63	x	27.5493	=	\$55,399.23



OTIP/RAEO®

OTIP
125 Northfield Drive West
Waterloo ON N2L 6K4
Phone: 1-800-267-6847
www.otip.com

Application for Long Term Disability (LTD) Coverage Termination ETFO Provincial Teacher LTD Plan

Basic Personal Information *(Must be completed)*

Name (Last, First and Middle Initial)					
Address (Number, Street and Apt.)					
City	Province	Postal Code			
Home Telephone Number	Work Telephone Number	Employee Number			
Email Address		Date of Birth (mm/dd/yyyy)			
Employer	Plan number		50188 –		

This form should be completed to terminate your LTD coverage and discontinue your LTD contribution deductions. There are two scenarios under which your LTD coverage can be terminated. Please check off the situation that applies to you and submit the required information as detailed below.

<input type="checkbox"/> Scenario 1	<input type="checkbox"/> Scenario 2
You are eligible for a 60% unreduced service pension now. OR You are eligible for a 60% unreduced service pension within the later of the next 110 working days or expiration of your sick leave to a maximum of 24 months.	You have reached the end of the month in which you turned age 65. OR You will reach the end of the month in which you turn age 65 within the later of the next 110 working days or expiration of your sick leave to a maximum of 24 months.
<i>A copy of your Ontario Teachers' Pension Plan statement is required, plus your current absence balance, if greater than 110 working days.</i>	<i>A copy of your current absence balance, if greater than 110 working days.</i>

Authorization

In recognition of the documentation attached, I waive all rights of benefit or redress against the LTD plan, my employer, association, or its officers, should I become ill or disabled subsequent to the effective date of this coverage termination and prior to my retirement from the board. I acknowledge that retroactive reinstatement of my LTD coverage is not permitted.

Member Signature X

Date (mm/dd/yyyy)

*** Return your completed form to your local ETFO local office ***

RETIREMENT INFORMATION

SCDSB CONTACTS	
Joanne Gemus Compensation & Wellness Simcoe County District School Board	705-734-6363 (Ext: 11362) jgemus@scdsb.on.ca
Dawn Stephens Superintendent of Human Resources Simcoe County District School Board	(Online form - DO NOT include in this letter that you wish to supply teacher or you will lose gratuity)
ONTARIO TEACHERS' PENSION PLAN	
	1-800-668-0105 inquiry@otpp.com Call service hours: 9 am to 4:30 pm, Mon to Fri
FOR LTD INQUIRIES	
Monica Goodfellow Simcoe County Elementary Teachers' Federation Benefits Officer	705-728-2888 (office) 1-800-746-2633 705-241-5891 (cell) 705-739-1269 (fax) monica@scetf.org
OCCASIONAL TEACHER	
Monique Weiss – SCEOT President	705-241-3324 (o) pres.sceot@gmail.com



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