

City of San Mateo
Employee Retirement Guide

Complete the following steps if you are retiring.

1. Contact CalPERS to sign up for a retirement seminar at [\(888\) 225-7377](tel:8882257377), or you can go online at www.calpers.ca.gov.
2. Review the following CalPERS publications: Planning Your Service Retirement and/or Retirement Guide to Medicare. Start filling out the CalPERS Service Retirement Application. They are available in Human Resources, on the Benefits Portal and on the CalPERS web site.
3. Request a service retirement estimate online at www.calpers.ca.gov.
4. Schedule an appointment with a retirement counselor to help you complete your CalPERS retirement application. You can submit it to CalPERS up to 90 days prior to your retirement date. They will help you with the application and answer your retirement questions. Your spouse may accompany you to the appointment. Please bring the documents required listed on the application. The nearest CalPERS Regional Offices are:

San Jose Regional Office	Walnut Creek Regional Office
181 Metro Drive, Suite 520	1340 Treat Blvd., Suite 200
San Jose, CA 95110	Walnut Creek, CA 94597
(888) 225-7377	(888) 225-7377
5. Submit a retirement/resignation letter to the Human Resources Department and send a copy to your manager. Specify your last day of work as well as your first day of retirement.
6. Complete your retirement application online and submit it to CalPERS 90 prior to your retirement date.
7. Human Resources will contact you about three weeks before your retirement date to set up the appointment to go over all of your benefits (medical, dental, vision, life, RHSA, Deferred Compensation plans, sick and vacation hours).

Retiree Health Benefits

You and your dependents may continue on your medical, dental, vision and life insurance coverages. You may continue your dental and vision coverage under COBRA for up to 18 months, and you may continue your CalPERS medical coverage for as long as you like. Your medical plan will automatically continue when you retire, unless you fill out a form to cancel it.

The medical premium will be deducted from your CalPERS retirement check. Please note that you will receive a letter from CalPERS stating that your medical plan as an employee will end the month after you retire. Soon after that letter, you will receive another letter from CalPERS stating that your medical plan as a retiree will begin the day after you lost your coverage as an employee.

Other Medical Benefits

Medical benefits for retirees may be available through the Federal Medicare/Social Security Administration Office. They may provide the following:

Medicare Part A—Coverage for hospital and limited nursing home care.

Medicare Part B—Coverage for doctor fees, most outpatient hospital services (does not include prescriptions).

Social Security

To check your eligibility, contact the Social Security Administration at: (800) 772-1213, or check their web site at: www.socialsecurity.gov.

You can get more information from the Centers for Medicare & Medicaid Services at: (800) 633-4227, or check their web site at www.medicare.gov.

Free Medicare and Social Security Counseling

You can also contact Health Insurance Counseling and Advocacy Program (HICAP) for free Medicare counseling at 1-800-434-0222, or check their web site at www.cahealthadvocates.org.