

GALVESTON COUNTY

PRE-RETIREMENT CHECKLIST



Ready to Retire? Let Human Resources guide you towards a seamless retirement.

SCHEDULE A RETIREMENT MEETING WITH HR
(3-6 MONTHS BEFORE RETIREMENT)

Human Resources will review the Galveston County retirement process and the options available for Retirement Benefits. We will review your payment options for the TCDRS & AUL programs, and highlight the payment decisions that you will need to make prior to your retirement. This meeting is valuable for any employee nearing retirement and/or one that just wants to understand how retirement works so they can plan for the future. Spouses are welcome to join this meeting.

ATTEND A GALVESTON COUNTY RETIREMENT SEMINAR
(3-6 MONTHS BEFORE RETIREMENT)

Human Resources offers retirement seminars throughout the year. These meetings provide an overview of the Retirement process, and allows you to meet with representatives from TCDRS and First Financial (AUL) to answer any questions you may have.

TCDRS offers virtual 1-on-1 meetings at your request. To schedule a meeting, please contact TCDRS directly @ 800-823-7782 or by logging into your account at www.tcdrs.org.

REQUEST A RETIREMENT ESTIMATE
(2-3 MONTHS BEFORE RETIREMENT)

TCDRS can provide a retirement income payment estimate depending on the anticipated retirement date and on the likely retirement payment options you might select. Estimates can be completed by contacting either Human Resources or TCDRS directly at 800-823-7782 or by logging into your account at www.tcdrs.org. Please review the estimate and consider all of the options carefully. This step should be completed approximately 60-90 days prior to retirement.

NOTIFY YOUR DEPARTMENT OF YOUR RETIREMENT DATE
(COMPLETE AS SOON AS YOU HAVE A FIRM RETIREMENT DATE IN MIND)

Notify your Department Head or direct supervisor that you are planning to retire, and advise them of the expected date. This notification should include providing a written retirement letter to your direct supervisor.

CONTACT SOCIAL SECURITY ADMINISTRATION

(2-3 MONTHS BEFORE RETIREMENT)

Benefits associated with Social Security may be available to you if you are age 62 or older. Contact the Social Security Administration directly at 800-772-1213 or online at www.ssa.gov to see what benefits are available to you.

If you or your dependent are age 65 or older, the participant **MUST** enroll in Medicare A & B prior to retirement to continue Health Benefits. Contact the Social Security Administration (SSA) at least 3 months before you need Health Benefits to begin. Enroll online at www.medicare.gov or by phone at 800-772-1213. If over age 65 when you apply, request forms CMS-40B and CMS-L564. Take form CMS-L564 to HR to complete.

COMPLETE AND RETURN RETIREMENT FORMS

(SUBMIT TO HR 45 DAYS BEFORE RETIREMENT)

Employees may want to consult with a tax advisor or financial planner to advise on the best retirement options and the withholding tax amount. TCDRS will withhold the tax amount you request. TCDRS tax forms are online at www.tcdrs.org or you can obtain by calling 800-823-7782. Forms can be completed and directly submitted online at www.tcdrs.org. (TCDRS Retirement Application #22)

If applying for Disability Retirement, please use TCDRS Application #31. We strongly suggest you contact HR to discuss your other benefit options.

ENROLL IN RETIREMENT BENEFITS

(AT LEAST 30 DAYS BEFORE RETIREMENT)

If you or a dependent intend to be covered under the County's Retiree Health Insurance plan, you must be covered as an active employee or participant prior to your retirement.

Your insurance will not automatically continue when you retire. You must contact HR and complete your enrollment prior to your retirement date.

If medical coverage is dropped as a retiree, you will not be eligible to enroll back into the County's Health plan in the future. Review the Galveston County Benefits in Focus Guide for Retiree Insurance rates and coverage options. A copy of the 2022 Rates are attached to this form.

Questions? Contact HR directly @ 409-770-5346.

Galveston County Human Resources Department
722 Moody Ave - 3rd Floor
Galveston, TX 77550
Phone: 409-770-5352
Benefits: 409-770-5346
Fax: 409-766-4599

All forms listed on this checklist can be located on the Human Resources page at <https://www.galvestoncountytexas.gov/county-offices/human-resources/cscd-employment>

PAYOUT UPON SEPARATION

Vacation Leave

Employees hired prior to October 1, 2011, are paid accumulated vacation leave up to the maximum permitted amount per policy upon retirement.

Employees hired on or after October 1, 2011, are paid a maximum accumulated vacation leave up to 120 hours of accumulated leave upon retirement.

Sick Leave

Active Employees eligible for regular service retirement or disability retirement who were hired before October 1, 2011 and retire under the TCDRS or AUL system are paid one-half awarded unused sick leave upon retirement.

Employee hired on or after October 1, 2011 are not eligible to receive pay for any unused sick leave.

Comp Time

100% of accumulated comp time is paid upon separation.

RETIREE INSURANCE BILLING

As a retiree enrolled in a Galveston County Health plan, you will be billed directly from the County for Health Insurance premiums. You have 2 payment options:

1. You can setup an ACH payment option where your Benefit premiums are deducted directly from your checking or savings account.
- OR
2. You can receive an invoice each month from the County and mail your payment directly to the County Treasurer's office.

No premiums are “deducted” from your TCDRS retirement check. Only federal income taxes.

It is your responsibility to pay these premiums when due in order to continue coverage. If you do not keep your premiums current, you will lose coverage and will not be able to re-enroll.

It is important to keep your contact information such as address, phone number, and email address current with Galveston County and the retirement system.

SUPPLEMENTAL BENEFITS

Supplemental Benefits such as Cancer Insurance and Voluntary Life Insurance can be continued by contacting the carrier directly. Payments will not be billed by Galveston County. You would coordinate with the insurance company for payment & coverage details.

LIFE INSURANCE POLICY

All Galveston County retirees with 8 years of service with Galveston County will be awarded a \$50,000 life insurance policy at the time of retirement. You will receive a Proof of Policy mailed to your home address approximately 30 days after retirement. **It is important to keep Beneficiary information updated with Human Resources for this policy.**

RETIREE INSURANCE PREMIUMS – PRE-65

Non-Nicotine Rates	HDHP	BASE PLAN	BUY-UP PLAN
	<i>Monthly</i>	<i>Monthly</i>	<i>Monthly</i>
Retiree Only	\$47	\$104	\$212.50
Retiree + Spouse	\$192	\$251	\$367
Retiree + Child(ren)	\$132	\$204	\$342
Retiree + Family	\$262	\$335	\$518

Nicotine Rates	HDHP	BASE PLAN	BUY-UP PLAN
	<i>Monthly</i>	<i>Monthly</i>	<i>Monthly</i>
Retiree Only	\$169.40	\$237.80	\$368
Retiree + Spouse	\$314.40	\$384.80	\$522.50
Retiree + Child(ren)	\$254.40	\$337.80	\$497.50
Retiree + Family	\$384.40	\$468.80	\$673.50

No Annual Health Assessment (AHA)	HDHP	BASE PLAN	BUY-UP PLAN
	<i>Monthly</i>	<i>Monthly</i>	<i>Monthly</i>
Retiree Only	\$230.60	\$304.70	\$445.75
Retiree + Spouse	\$375.60	\$451.70	\$600.25
Retiree + Child(ren)	\$315.60	\$404.70	\$575.25
Retiree + Family	\$445.60	\$535.70	\$751.25

65+ RETIREE INSURANCE PREMIUMS – MUST HAVE MEDICARE PART A&B

Plan Type	Retiree Premium	Dependent Premium	Access to Galveston County Medical Clinics
Must have Medicare Part A&B	<i>Monthly</i>	<i>Monthly</i>	<i>Monthly</i>
Retiree Only	\$65	N/A	\$25 (Optional)
Retiree + Spouse +65	\$65	\$65	\$25 (Optional)
Retiree + Spouse (under 65)	\$65	See above Retiree + Spouse rate	\$25 (Optional)
Retiree + Child(ren)	\$65	See above Retiree + Child(ren) rate	\$25 (Optional)
Retiree + Family	\$65	See above Retiree + Family rate	\$25 (Optional)