

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 4600-2
SUBJECT: RETIREMENT	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 09/19/02; 12/03/09; 03/01/12 <hr/> PREPARING OFFICE: HUMAN RESOURCES

I. PURPOSE:

To establish procedures for retirement.

II. PERSONNEL AFFECTED:

All personnel

III. PROCEDURES:

- A. Retirement benefits shall be in accordance with the provision of Kansas Public Employees Retirement Law and rules and regulations adopted by the Kansas Public Employees Retirement (KPERs) Board under the provisions of the law.**
- B. To facilitate the retirement process, the human resources office in cooperation with the business office, will hold a pre-retirement seminar prior to April 1 each school year. Information concerning social security benefits, KPERs benefits, Blue Cross/Blue Shield coverage, etc., will be offered to any employee eligible for and considering retirement. This seminar shall carry with it no commitment on the part of employees. Employees 60 years of age or older are encouraged to attend; however, any employee is welcome to attend this seminar.**
- C. Eligible employees who are members of the bargaining unit and who intend to retire will notify the office of the general director of human resources of this intention by April 1 preceding the September 1 on which retirement becomes effective. The appropriate forms are available in the human resources office. All other employees will provide written notice to the human resources office of intent to retire at least sixty (60) days prior to the effective date of retirement.**
- D. The human resources office, in cooperation with the business office, will provide a workshop for all retiring employees in the spring of each school year. At this workshop the paperwork required to complete the retirement process will be filled out. Retiring employees who do not attend this workshop will need to make an appointment with the business office to complete the appropriate forms.**

RETIREMENT (Continued)

- E. On April 15 of each school year, the list of names of personnel who will retire as of September 1 will be made available by the office of the general director of human resources.**