



Educational Support Staff Bargaining Unit – District 02, Algoma

Educational Support Staff Retirement Checklist

- ☐ Go to www.myomers.ca and use the on-line pension calculator for pension estimates for any possible dates or fill in a **Form 190** and submit to Omers for the information. (see form attached) **(make sure that this is completed before you write the letter of retirement)**
- ☐ Call CPP or use e-services to get your CPP pension estimates.
- ☐ Decide on your retirement date.
- ☐ Refer to Article 13.1 in your collective agreement to determine deadlines/restrictions.
- ☐ Send a letter of retirement to ADSB-HR and make sure that all the information is included (see sample letter attached).
- ☐ Please contact ADSB to send FORM 143 to OMERS for completion. (OMERS requires a void cheque or statement from your local bank for direct deposit purposes). Make sure while in discussion with ADSB Benefits Department you discuss your benefits options with them.
- ☐ Recommended to retire on the last day of the month before the month you want your pension to begin. Pensions are paid within the first 5 days of the month.

Note: Retirement Gratuity - (As per Article 16.2 – if you are eligible)

Consider how you want to manage your gratuity. Perhaps contact a Financial Advisor to assist you in making a plan on how to avoid losing your gratuity to taxes. If you did not have a financial Advisor contact *Educators Financial Group* and they will be able to help you.

Options for Converting Your Health Care and Dental Care Coverage

In alphabetical order:

Organization	Website	Telephone Number
CAA	www.caahealth.ca/caa	1.866.999.4222
Co-operators Life Insurance	www.cooperators.ca click on Insurance	1.800.869.6747 1.800.454.8061
Desjardins Financial Security	www.desjardinslifeinsurance.com click on Individual Insurance & Savings	1.866.838.7553
Encon	www.encon.ca click on English, click on Retiree Benefits	1.800.387.2037
Great West Life	www.greatwestlife.com click on Individual Products, click on Health & Dental Insurance	Not published
Green Shield	www.greenshield.ca click on What We Do, click on Individual Products, click on Prism Individual Plans	1.800.667.0429 1.888.711.1119
Industrial Alliance	www.inalco.com click on Individual Products & Services, click on Life & Health Insurance, click on Accident Insurance for Entire Family, click on Retirees	1.888.266.2224
LaCapitale	www.lacapitale.com click on Individuals, click on Health & Disability Insurance	1.866.612.3473 1.855.747.7818
Manulife Financial	www.coverme.com click on Products, click on Health & Dental Insurance	1.877.268.3763
Medavie Blue Cross	www.medavie.bluecross.ca click on English, click on Products/Services, click on Individual Products	1.866.492.2583
Plan Direct	www.plandirect.com	1.800.565.4066
RBC Financial	www.rbcinsurance.com click on Your Life & Health, click on Health Insurance	1.866.262.7920
RSA	www.rsatravelinsurance.com	1.877.780.0064
SSQ	www.ssq.ca click on Individual Insurance, click on Life and Health Insurance	1.866.777.0711
Sun Life	www.sunlife.ca click on For Individuals, click on Health or Life Insurance	1.877.786.5433
Trillium Drug Program (Based on Net Income Level)	Literature is available at most pharmacies	1.800.575.5386

Some or all of the above insurance providers may be able to meet your individual needs.
This information was current at July 2013.



Add: RTO - Group Insurance www.rto-cro.org
1-800-361-9888