



YORK CATHOLIC DISTRICT SCHOOL BOARD  
**EDUCATION WORKERS**

**Private and Confidential**

This memo is for Local 1571 members only and not to be shared with anyone outside of the Bargaining Unit.  
**If you have received this memo in error, or are not a Local 1571 member please delete this memo.**

**RE: OMERS – Information on How to Retire and setup your OMERS pension.**

Sisters & Brothers,

The Local Executive would like to share widely the process for members who wish to retire from their employment, as well as some new updates regarding applying for your OMERS pension plan.

We recognize that every member will have unique and individual circumstances, therefore, once you have made that decision to put in for your retirement, please feel free to reach out to your Union Representative for individual guidance.

**Here are the necessary steps as well as some recommendations:**

**It is important for ALL members to sign up/register a MyOMERS account in advance.**

<https://members.omers.com/app/login?next=%2Fapp%2Fdashboard>

Once setup, you can find useful and important personal information about your pension and options, such as - Review Your Annual Report, calculate approx. pensionable earnings, and determine your nominal retirement date or age. **SEE Navigating MyOMERS memo attached.**

**Most importantly, the Board and OMERS no longer sends retirees a pension package for them to complete. This is all done online now, through MyOMERS.**

- **Advance Election Decommissioned:**  
The advance election option, which allowed members to sign a form to begin their pensions faster, is no longer available.
- **Self-Service Online:**  
Members can now complete their retirement election options through the MyOMERS portal.
- **Eligibility:**  
This new online process is available to members who are leaving their employer after their early retirement age.
- **No More Advance Election Forms:**  
As of January, [OMERS](#) will no longer accept advance election forms.
- **Streamlined Retirement:**  
The change is part of OMERS ongoing efforts to modernize and streamline the member experience.
- **Pension Confirmation:**  
With the new system, pension confirmation details are now provided to the member through the myOMERS portal, rather than through the advance election form.



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In general, the recommendation, if possible, choose your retirement date to be near or at the end of the working month.

For example: **My last date of employment will be June 31st.**

The reason for this suggestion, is that OMERS will start your pension plan/payments as of the 1st of the month. Therefore, if you retire on June 10th, you are not being paid for the remainder of June. Your pension would begin as of July 1st. **Again, this is a recommendation that may not apply to everyone.**

Now once you have calculated your OMERS pension using the MyOMERS portal, and updated the necessary information online at MyOMERS, you must inform your employer IN WRITING. The Board will not accept retirement requests via telephone.

The proper protocol is to send an email (must be in writing, phone calls are not accepted) to the Superintendent of Human Resources & your department manager (Manager of Facilities Services, Manager of Maintenance, or Office Services Manager).

It is a good practice to CC (copy) your direct supervisor/controller/coordinator. As well you may choose to copy your Union President ([president1571@gmail.com](mailto:president1571@gmail.com)) so that we can follow up accordingly on your status.

The email/written notice, must include **your Name with a statement of your intent to retire and the date for which you wish to be your last day of employment**. Also, you should state your intentions to use or be paid out any entitlements such as vacation time.

Once that email is sent and processed, you should receive a formal letter of Retirement from the Human Resources Department via Board email.

Once your retirement is processed through the HR department, the employer will notify OMERS directly, and OMERS will begin processing your pension plan. Updates on status can be viewed on MyOMERS.

At that point, Enjoy your deserved retirement!

Some helpful points to note:

- **BENEFITS** - Please note that under the Central Benefits Plan (EWBT) your benefits plan/coverage ends upon retirement. In order to continue coverage, members can opt into and self-fund the Retired Teachers Insurance Plan (RTIP). There are different options available that cater to different individual circumstances/needs. Please review the available RTIP options on the OTIP website – “For Retirees”

<https://www.otip.com/for-retirees>



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- **Entitlements/Payouts** – Please note that entitlements/leave provisions are each unique.
  - **Earned Vacation Time** can be used prior and/or up to your retirement date. Any outstanding earned vacation time will be paid out on the final pay period by the employer. As noted above, it is recommended to state your intentions with your retirement notice.
  - **Compensating Time** as per the Collective Agreement, cannot be carried over or paid out. Therefore, any compensating time must be used prior to retirement within the terms of the Collective Agreement.
  - **Family Assistance/Personal Time/Personal Day** These entitlements are specific, meaning only available for specific reasons listed in the Collective Agreement. These entitlements cannot be carried over or paid out. Therefore, these entitlements can be used prior to retirement within the definitions of the Local Collective Agreement and with Board approval. See Article 15.

**More information can be viewed at [MyOMERS.ca](https://myomers.ca)**

**Once again, should individuals have specific personal questions about your pension, contact OMERS directly, as OMERS will not communicate with anyone except the plan member.**

In Solidarity,

Local 1571 Executive Board