



## MPS Retirement Checklist - Classified Employees

### Thinking of retiring? If so, this is what you need to do:

1. Approximately three (3) months before your planned retirement date, contact the Employees' Retirement System (ERS) of the City of Milwaukee to make an appointment for pension counseling. ERS currently offers a choice of virtual, phone, or in-person retirement appointments. Please call 414-286-3557.
2. Once you have met with the City Pension Office to determine your date of retirement, you must then notify the MPS Office of Human Resources of your resignation date for retirement. You must complete the MPS Classified Resignation Form available on the MPS Website. Click the following link:  
<https://mps.milwaukee.k12.wi.us/MPS-English/OHC/Retirees/Classified-Resignation-Form.pdf>
3. Return the Resignation Form to the MPS Office of Human Resources at least 30 days prior to your last day of employment. It is recommended that you bring your completed form into our office in person with a copy so that it can be date stamped for you to keep with your documents.
4. Review the total number of accumulated sick leave hours that you have. It is important to know this when discussing retiree health benefits eligibility. This information is available on your paycheck information on the MPS [Employee Self Service Section](#). For more information regarding sick leave requirements, please see the Retiree Health Eligibility Requirements in the Summary of Benefits on the MPS website.
5. Closer to your retirement date and after final sick leave accumulation has been verified, if eligible, MPS Benefits will mail you an Election and Deduction Authorization Consent form for your retiree health and life insurance benefits. Please complete and return the form to the MPS Benefits Office in Room 124 as soon as possible to ensure retiree health and life insurance enrollment is processed timely. It is recommended that you bring your completed form into our office in person with a copy so that it can be date stamped for you to keep with your documents.
6. You may apply for Social Security retirement benefits at age 62 or full retirement age.
7. If you are receiving Social Security benefits, you will automatically be enrolled in Medicare Parts A & B approximately three (3) months prior to reaching age 65. If you are not receiving Social Security benefits, you must contact the local Social Security Office to apply for Medicare Parts A and B approximately three (3) months before you turn age 65.
8. Before your retirement, please update your contact information with a non-MPS email and current mailing address.

### Additional resources:

- [Employees' Retirement System Pension Calculator](#)
- [Employees' Retirement System - ERS Member Handbook for those enrolled prior to 1/1/2014](#)
- [Employees' Retirement System - ERS Member Handbook for Those Enrolled on or after 1/1/2014](#)
- See self-paced MPS LMS course entitled, "Retirement Course for Milwaukee Public Schools Employees"