Retirement Checklist for CUPE locals 951 & 917 and Exempt Support Staff

Still deciding?

☐ Check UVic’s Planning Ahead website for upcoming financial planning and retirement information sessions [https://www.uvic.ca/hr/learning-development/financial-planning/index.php](https://www.uvic.ca/hr/learning-development/financial-planning/index.php)

Decision made?

☐ Prepare retirement letter (cc pensions, payroll and benefits offices). Please consult your Collective Agreement or Terms and Conditions for appropriate notice required.

☐ Calculate your last day at work and your last day on pay if you have vacation entitlements to use prior to retiring. *Note: if you are age 60+, you are entitled to your entire leave allotment in the year which you retire. If you are between 55 and 59 your annual leave allotment will be pro-rated based on the number of months worked in your retirement year.*

☐ Contact UVic Pensions Office for pension details and available options. Email [pensions@uvic.ca](mailto:pensions@uvic.ca) or phone (250)721.7030

☐ After your department has completed your Advice of Separation, contact the Payroll Office if applicable for Termination Bank or remaining vacation time payout. Email [payroll@uvic.ca](mailto:payroll@uvic.ca) or phone (250)721.7034

☐ Age 60 plus? Apply for Canada Pension Plan six months prior to retirement date [http://www.servicecanada.gc.ca/eng/services/pensions/cpp/retirement/apply.shtml](http://www.servicecanada.gc.ca/eng/services/pensions/cpp/retirement/apply.shtml)

☐ Age 64 plus? If you did not receive a letter from Service Canada informing you that you were selected for automatic enrolment, you must apply in writing for the Old Age Security pension. Complete and mail the Application for the Old Age Security pension form (ISP-3000). [https://www.canada.ca/en/employment-social-development/services/my-account/cpp-oas-information.html](https://www.canada.ca/en/employment-social-development/services/my-account/cpp-oas-information.html)

☐ Inquire about reduced membership rates at the University Club; phone (250)721.7935 [http://club.uvic.ca/retiree-members/](http://club.uvic.ca/retiree-members/)

☐ Contact UVic Communications Department at (250)721.7636 to receive The Ring.

☐ Contact the Development Office at (250)721.6000 for information on Alumni Association membership.

☐ Check Pacific Blue Cross CARESnet for remaining vision care coverage available for use prior to your group coverage ending [www.caresnet.ca](http://www.caresnet.ca)

☐ Schedule dental appointment to review future treatment plan needs prior to group coverage ending.
End of the month in which you retire:

- B.C. Medical coverage through the University group plan terminates. The Benefits Office will notify MSP and you will be billed directly for your premiums. Depending on your family income, premium assistance may be available.
- Your Extended Health and Dental Plan coverage terminates. The Benefits Office will send you information detailing your voluntary benefit options.
- Basic Group Life Insurance and any Optional Life Insurance terminates.

Post retirement:

- Join University of Victoria Retirees Association; phone (250)472.4749 or http://web.uvic.ca/retirees/
- Review and/or enrol in the voluntary Extended Health and Dental plans available through Pacific Blue Cross or the UVic Retirees Association within 60 days following your retirement date.
- Explore Travel Medical insurance.
- Visit the ONECard office after your retirement date for your UVic Affiliate card which will entitle you to ongoing privileges to the Athletics and Recreation facilities as well as libraries.
- Keep connected. As a UVic retiree, your Netlink ID continues for life.
- Keep your UVic email? In most cases, employees that apply for formal retirement from UVic will have 1 year (365days) from their last day of employment to access Exchange. If your former department has an internal email policy that requires email access to be revoked sooner, this 1 year period will not apply and your access will be revoked in accordance with your former department’s policy. To find out if your department has an internal email policy, please contact your Administrative Officer.

You can use this period to:

1. Inform your contacts of a new email address where they can reach you.
2. Set an “Out of Office” reply to inform senders of your retirement and provide your new contact information.
3. Migrate any important personal email to another email account.

If you wish to retain your @uvic.ca email after this 1 year period, contact the Computer Help Desk to have your UVic email account moved to the SendMail service. It is your responsibility to migrate or save any personal email prior to your account being moved. After being moved, you will no longer have access to the contents of your Exchange email account.

- Attend the annual celebration dinner held each spring honoring our retiring faculty and staff.
- Access Health and Wellness site available through our Employee Family Assistance provider, Morneau Shepell. Available 24 hours a day, 7 days a week. Phone 1-866-833-7690
Depending on the time of year you retire, you may be eligible to obtain a partial refund for the balance of the year by returning your parking sticker to the Campus Security Office. 250.721.6386

UVic is a proud supporter of the United Way. To continue your donation or to become a new donor to the United Way, please visit their E-Pledge site at: http://uwgv.ca

**Links to resources:**

University of Victoria Benefits Office  
https://www.uvic.ca/hr/pay-benefits/index.php

University of Victoria Pensions Services  
www.uvic.ca/pensions

University of Victoria Accounting Services  

Pacific Blue Cross  
www.pac.bluecross.ca/

UVic Retirees Association Benefit options  

Ministry of Health Application for premium assistance  
https://www.health.gov.bc.ca/exforms/msp/premium_assistance.html

CARP (formally Canadian Association of Retired Persons)  
http://www.carp.ca/

Service Canada Retirement Planning  

Financial Consumer Agency of Canada  
http://www.fcac-acfc.gc.ca/Eng/forConsumers/lifeEvents/planningRetirement/Pages/Sourceso-Sourcesd.aspx

This checklist has been created as a joint project between the HR Benefits Office and the UVic Retirees Association.