DRBA
DELAWARE RIVER
& BAY AUTHORITY

Retirement and Pension Process Guide

2027

Deciding to retire can be stressful. The Pension & Benefits (P&B) Office has prepared this Guide to assist you in understanding the process of retiring from the DRBA.

The Guide provides a process flow so you can estimate how long it may take from the day you provide your notice, stop working, and receive your final payout until you begin to receive your first pension payment.

The Guide includes a sample letter you can use to submit your Intent to Retire notice, plus, information regarding the Other Post-Employment Benefits (OPEB) that you are eligible to continue in Retirement.

If you are planning to retire, the P&B Office recommends that you request pension estimates three (3) to four (4) months in advance of your anticipated retirement date. This will give you time to share the estimates with your financial advisor(s) and/or meet with P&B to discuss the numbers and your retirement options.

If you have any questions, feel free to call the P&B Office at (302) 571-6337.

PENSION PROCESSING FLOW

1) You should submit your ***Letter of Intent to Retire*** to your Department Head at least two (2) weeks before your last day of work. The Letter must include your requested retirement date and intended last day of work. The retirement date should always be the first of the month following your last day of work.

   Refer to the attached Employee Separation Guide and template for the Letter of Intent to Retire.

2) Your Department Head will provide you with a ***Letter of Acceptance*** in reply. You have three (3) business days from receipt of the Letter of Acceptance to rescind or change your decision.

3) Upon receipt of the *Intent to Retire and Letter of Acceptance*, the Pension & Benefits (P&B) Office will ***Acknowledge Receipt*** of the letters and provide you with a pension process outline with estimated dates specific to your elected retirement date. An acknowledgement will be sent via email, followed by a letter mailed to your home.

   Below is a sample of the pension process flow which highlights the process steps for your reference.

4) In addition, P&B office will also provide you with the ***Employee Deferred Compensation 457 (b) Plan Voluntary – unmatched contribution/deduction from Accrual Payout worksheet and authorization form*** at that time for review. If you want to defer any portion of your final accrual payout to the 457(b) Plan, then you must complete the worksheet and submit it to the P&B Office at least seven (7) business days in advance of your last pay date.

   A draft of the deferral worksheet and authorization form is attached for your reference.

5) Once you retire, you are eligible to continue the Health, Dental, and Vision coverages you had in-force as of your last date of employment just prior to retiring. Retirees are also provided with Life insurance coverage.

   Refer to the OPEB-Retiree Welfare Plan-Benefits charts at the end of this document for information regarding costs and benefits continued upon retirement.

SAMPLE PROCESS FLOW

Assumes: Last day of Employment = January 31, 2027

& Retirement date = February 1, 2027

& EMPLOYEE REQUESTED A PENSION ESTIMATE AT LEAST 90 DAYS PRIOR TO SUBMITTING INTENT TO RETIRE

1. **After your final pay is processed (pay date Thursday, 02/11/2027), the P&B Office will collect the latest data, including earnings, pension contributions, etc., and request the final retirement numbers from the Actuary. P&B Office typically requires only one (1) business day to complete and *submit the request for an update*. (*Assume requested on Friday, 02/12/2027*)**

2. **Actuary typically requires five (5) business days to return the updated pension calculations. This can take up to 10 business days if a prior estimate was not requested. *(Assume returned on Friday, 02/19/2027)***

3. **Upon receipt of final pension calculations, P&B Office prepares and mails retirement package including enrollment and tax forms to Retiree's home address. P&B Office requires two (2) business days to prepare and mail the package. *(Updates can typically be processed in one business day; assume in mail on Monday, 02/22/2027)***

4. **Retiree reviews the package with Financial/Tax advisers, as necessary, then returns the completed forms to the P&B Office. *(If you previously reviewed the estimates with advisors, then this can be turned around quicker; assume returned on Monday, 03/01/2027)***

5. **Upon receipt of paperwork, P&B Office reviews for completeness. If no further information is required, P&B Office inputs Retiree elections in US Bank (Pension Payer) system. P&B Office requires two (2) business days to review paperwork and input elections.**

    a. **If U.S. Bank input is approved and completed *before 15th* of the month (*03/15/2027*):**
        i. **Annuity and Lump Sum payments will be processed in the next cycle of payments with deposits on or before April 1, 2027**

    b. **If U.S. Bank input is approved and completed on/*after 15th* of each month (*03/16/2027*):**
        i. **Annuity and Lump Sum payments will be processed in next cycle of payments with deposits one or before May 1, 2027**

6. **In either case, Annuity payments are effective as of the date of Retirement and *a retro-active Annuity payment will be processed back to the Retirement date, (2/1/2027*).**

Employee Separation Guide
(Resignation & Retirement)

The following information is provided to assist employees who are voluntarily resigning or retiring from their employment with the Delaware River and Bay Authority.

Giving Notice of a Resignation/Retirement
If you elect to resign or retire from employment, we request that you provide a minimum notice period of two (2) weeks. The Authority appreciates as much advance notice as possible. Please indicate your physical last day of employment as well as any annual leave days or personal days (if applicable) that will be included in the notice period. Your notice of resignation or retirement must be provided to your Department Head in writing (please see attached template letter).

After Human Resources receives your notification and acceptance letter by your Department Head, you will receive an acknowledgement notice (by e-mail or letter) from the Employee Relations office, providing information to you for next steps in the process.

Separation Interview
The Employee Relations office will schedule an in-person meeting to conduct a separation interview. In order to continue improving our work environment, we encourage you to participate in this interview. We are interested in your honest opinions, both favorable and unfavorable.

Benefits and Pension
Please contact the Pension and Benefits (P&B) office to discuss your benefit and pension information. ***NOTE: If you are planning to retire, the P&B office recommends that you request a pension estimate four (4) to six (6) months <u>in advance</u> of your anticipated retirement date. Obtaining an estimate in advance of retiring will expedite the retirement process timeline. We also recommend that you make an appointment to meet with P&B and discuss your estimate, retirement process and timing.***

Final Paycheck and Payments
Your final paycheck and payout of any eligible unused leave hours (as applicable) will be issued in separate payments on the next regularly scheduled pay date following your separation from employment.

Return of Authority Property
You are responsible for returning all Authority property to your supervisor, including identification card, electronic equipment, keys, etc., no later than your last day of employment.

Contact Information
If you have any questions regarding the separation process, please speak with your supervisor or contact a member of the Employee Relations office.

Employee Template
Letter of Intent to Retire

Date

Department Head's Name

Dear (Department Head):

I, *Employee Name*, am providing my intent to retire from my position of (*JOB TITLE*) effective (*DATE*) and start my pension effective (*DATE*)*. My last physical day at work will be on (*DATE*) and I plan to use leave (Annual, Personal or Comp Time) through (*DATE*).

Sincerely,

(SIGNATURE)
Employee Name

Cc: Manager/Supervisor (Write out the name of your Manager/Supervisor)
Charlotte L. Crowell, SPHR, SHRM-SCP - Chief Human Resources Officer
Andrew C. Ritchie, SPHR, SHRM-CP - Employee Relations & Compliance Manager
Elizabeth Dupon - Pension & Benefits Manager

*Should be the first of a month

Employee Deferred Compensation Plan
Voluntary - unmatched contribution/deduction from Accrual Payout
(Must be returned to the Pension & Benefits Office)

This is a payroll deduction authorization for voluntary employee contributions to the 457(b) Plan in addition to the voluntary 2% employee contribution that is matched by DRBA in the Plan. There are no employer matching contributions associated with this voluntary deduction/contribution. You are only eligible to make a deferral, if you are already enrolled in the 457(b) Plan at the time you retire.

You can calculate the maximum amount eligible for pay-out contributions using the worksheet provided below. You must complete, sign, and return this form, at least, seven (7) business days in advance of your final paycheck date to ensure the deferral is taken from your pay-out of accrued leave.

Annual Maximums: The maximum limit for contributions to the 457(b) Plan are shown below.

***Calculation of pay-out contribution*:**

(1) Maximum Annual Contribution (**2027**):	$**25,500**
(2) Additional 'Catch-Up' Contribution (**2027**):	**$ 8,500** (aged 50 and over only)
(3) **Total (1 + 2):**	**$____34,000_____**

(4) Estimate the total of all your 457(b) contributions (pre-tax & Roth) through your final pay date

a.	First 2% Pre-tax or Roth (matched by DRBA)	$_____
b.	Additional Pre-tax (unmatched)	$_____
c.	Additional Roth (unmatched)	$_____
	Total (4a + 4b + 4c)	**$_____**

(5) **Maximum Amount Eligible to Defer: $_____**

NOTE: If you do not show your payout calculation above or specify a $ amount or percentage below, Payroll & Benefits will make a final calculation intended to maximize your annual contributions to the 457(b) Plan.

CHECK THE APPLICABLE BOX:

☐ **I waive my right to contribute any portion of my accrual payout to the DRBA 457(b) plan.**

☐ **I elect to have ($ amount or %) _____ of the maximum amount eligible to defer deducted from my accrual payout and contributed to my DRBA 457(b) Plan account on a pre-tax basis. Any balance over the maximum will be paid out to me subject to tax withholding.**

Signature:_____ **Dated:** _____

Name (Print): _____ **Employee ID No.** _____ **Phone No.** _____

Approved (P&B): _____ **Dated:** _____

Potential Payout of Accrued Unused Leave

(Contact Andrew Ritchie at 302-571-6477 to verify accrual payout amounts prior to retirement.)

Annual Leave will be earned as outlined below:

Years of Service	Rate of Accumulation	Maximum Accumulation
Less than 5	8 hours/month (96/yr.)	200 hours
5 or more but less than 10	10 hours/month (120/yr.)	240 hours
10 or more but less than 15	12 hours/month (144/yr.)	280 hours
15 or more but less than 20	14 hours/month (168/yr.)	320 hours
20 or more	16 hours/month (192/yr.)	400 hours

If a full-time employee resigns, retires or employment is terminated for any reason, or the employee dies while in the service of the Authority, the employee or the employee's estate ***shall be paid for accrued unused Annual Leave up to the established maximum accumulations.***

Sick Leave - All full-time employees receive credit for and accumulate Sick Leave for each complete calendar month of service. Full-time employees will be credited with 10 hours sick leave for each calendar month completed. Maximum accumulation is unlimited.

If a full-time ***employee hired prior to September 1, 1996***, who has been employed for a minimum of two (2) years resigns, retires or employment is terminated for any reason, or the employee dies while in the service of the Authority, the employee or the employee's estate ***shall be paid 50% of the employee's accumulated unused Sick Leave***.

Full-time ***employee hired on or after September 1, 1996, shall be paid 50%*** **of the employee's accumulated unused Sick Leave** ***up to a maximum payout of 360 hours (45 days)*** upon retirement or death (paid to estate).

Retiree Benefits Continuation

(Other Post-Employment Benefits – OPEB)

Date of Hire: Prior to March 1, 2005

Covers: Retiree plus Spouse and Dependent Children
(If covered in the plans on the last day of employment just prior to retirement.)

- **Current Health Plan** (Highmark) including Prescription Drug coverage (Express Scripts) – continued at no cost to Retiree
    - At age 65, the Retiree or Spouse will be switched to individual coverage under the Aetna Medicare Advantage Plan including Prescription Drug coverage. The remaining Dependents continue to be covered on the Current Health Plan (Highmark). Please note that the individual must enroll in Medicare Part A & Part B and pay the Part B premium to Medicare to qualify for the Medicare Advantage Plan. DRBA is not responsible for the Medicare Part B premium.

- **Current Dental Plan** – continued at no cost to Retiree

- **Base Vision Plan** – continued at no cost to Retiree

- **Life Insurance** – coverage equal to 50% of the life insurance amount in-force just prior to employee's retirement date at no cost to Retiree.
    - At age 70, the retiree insurance amount will be reduced by 50% again, if not already reduced as an active employee.

Retiree Benefits Continuation
(Other Post-Employment Benefits – OPEB)

Date of Hire on or after March 1, 2005

Covers: Retiree Only
(If covered in the plans on the last day of employment just prior to retirement.)

- **Current Health Plan** (Highmark) including Prescription Drug coverage (RxBenefits/Express Scripts) – continued at no cost to Retiree
    - At age 65, the Retiree will be switched to individual coverage under the Aetna Medicare Advantage Plan including Prescription Drug coverage. Please note that the individual must enroll in Medicare Part A & Part B and pay the Part B premium to Medicare to qualify for the Medicare Advantage Plan. DRBA is not responsible for the Medicare Part B premium.

- **Current Dental Plan** – continued at no cost to Retiree

- **Base Vision Plan** – continued at no cost to Retiree

- **Life Insurance** – coverage equal to 50% of the life insurance amount in-force just prior to employee's retirement date at no cost to Retiree.
    - At age 70, the retiree insurance amount will be reduced by 50% again, if not already reduced as an active employee.

Retiree Benefits Continuation
(Other Post-Employment Benefits – OPEB)

Date of Hire on or after January 1, 2015

Covers: Retiree Only
(If covered in the plans on the last day of employment just prior to retirement.)

- **Current Health Plan** (Highmark) including Prescription Drug coverage (RxBenefits/Express Scripts) – Retiree must contribute to Health Plan costs based on whole years of service ***as shown in table below***.
    - At age 65, the Retiree will be switched to individual coverage under the Aetna Medicare Advantage Plan including Prescription Drug coverage. Please note that the individual must enroll in Medicare Part A & Part B and pay the Part B premium to Medicare to qualify for the Medicare Advantage Plan. DRBA is not responsible for the Medicare Part B premium. In addition, the Retiree will be required to contribute a percentage of the Aetna premium based on whole years of service as shown in the table below.

Whole Years of Service	Retiree Health Contribution	DRBA Health Contribution
10	60%	40%
11	57%	43%
12	54%	46%
13	51%	49%
14	48%	52%
15	45%	55%
16	42%	58%
17	39%	61%
18	36%	64%
19	33%	67%
20	30%	70%
21	27%	73%
22	24%	76%
23	21%	79%
24	18%	82%
25+	15%	85%

- **Current Dental Plan** – continued at no cost to Retiree

- **Base Vision Plan** – continued at no cost to Retiree

- **Life Insurance** – $10,000 retire life insurance policy at no cost to Retiree