



THINKING OF RETIRING

WHOM SHOULD I CONTACT?

1. For instructional staff Email Rob Seeterlin, Human Resources Director for Instructional Staff at seeterr@dearbornschools.org
2. Copy David Hardoin, Instructional staff secretary, on the email to Rob at hardoid@dearbornschools.org
3. Office of Retirement Services (ORS) at www.michigan.gov/ORSschools



WHAT DO I TELL THEM?

1. Tell Rob and David:
 - a. Effective date of your retirement – Check with ORS what the date should be if you have a summer birthday
 - b. If you want to donate any of your unused sick days to the Catastrophic Sick Bank
2. ORS
 - a. Complete your retirement information online through your MiAccount at www.michigan.gov/orsmiaccount
 - b. OR go directly to the ORS office in Lansing and do paperwork in person
RECOMMENDATION: Take someone with you to be sure you are hearing and understanding everything!

WHEN DO I TELL THEM?

1. ASAP!
 - a. The sooner the district knows, the easier it is for staffing for the next school year, BUT, be sure that you are retiring! Once it is approved by the School Board, it can't be rescinded!
 - b. The paperwork required by ORS takes quite a while!

WHERE DO I GO IF I NEED TO TALK IN PERSON?

1. Rob and David are at Human Resources in Room 7 at the Administrative Service Center, 18700 Audette, Dearborn, MI, 313-827-3068
2. Office of Retirement Services (ORS) is at 530 W. Allegan Street, Lansing, MI 48933, 517-322-5103 or 800-381-5111. Office hours are Monday – Friday, 8:30 – 5:00