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ADMINISTRATION AND FINANCIAL SERVICES
EMPLOYEE BENEFITS DIVISION
RENEE' MABE, EMPLOYEE BENEFITS DIVISION MANAGER

PLANNING TO RETIRE FROM EL PASO COUNTY?

Here are some things you should do at least one month, or preferably two months, before you retire:

1. Contact the Retirement Office at 520-7490.
2. Contact your Department Human Resources representative to discuss:
(*Don't know who your HR representative is? Just call Human Resources and Risk Management at 520-7486.*)
 - a. What will be your last day at work,
 - b. the effective date of your retirement,
 - c. your remaining leave balances,
 - d. when you can expect your final check,
 - e. submitting a letter of retirement,
 - f. turning in County equipment, access badge, keys, etc.
3. Contact Employee Benefits Division at 520-7420 and schedule a benefits exit meeting to discuss:
 - a. Options for continuation of Medical, Dental, Vision and Life insurance benefits,
 - b. what to do with your Flexible Spending Account (if enrolled),
 - c. how your "Reach Your Peak" Health Reimbursement Account will be handled (if enrolled).
4. Contact the Payroll Department at 520-6427 to discuss:
 - a. Options to defer some of your final payroll check into the 457 Deferred Compensation plan – which can help with taxes if you have a large payout of accrued leave; and
 - b. options to change the withholdings on your final check.

