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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.

