

# Employment Terminations

This document provides information about employer responsibilities when an employee terminates employment. This includes resignation, discharge and death.

Questions? Contact [EmployerTraining@CalSTRS.com](mailto:EmployerTraining@CalSTRS.com) or send a secure message in the Secure Employer Website. Please include supporting documentation for review.

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## Notification for Service Retirement

When a member retires, we require employment termination information from the last employers for which the member worked during the last year they earned creditable compensation.

### **Express Benefit Report:**

The *Express Benefit Report* form (SR 554E), also known as the EBR, is used to report accumulated unused sick leave balances and employment termination information. This form is required for each employer a member performed creditable service for during their final year of employment. The form must be completed and submitted even if the unused sick leave balance is zero at the time of retirement.

Employers can check for account status changes for members using the Employer Notification quick link in the Secure Employer Website to search member status changes or by looking up employees in the Remote Employer Access Program (REAP). Employers without access to the Secure Employer Website should contact their county office of education for assistance.

The EBR is due within 30 days of the employee's retirement date or the date we receive the employee's retirement application, whichever is later. CalSTRS may assess penalties for delinquent reports. Members may request their employer complete the EBR and return it to them so they can submit it along with their retirement application for faster processing. If we do not receive the EBR when we process a retirement application, we will request the employer complete one.

### **New SEW:**

Employers will submit employment termination information when the termination occurs by submitting an employment transaction either online in the new Secure Employer Website or by using the Employment File. Other information currently reported on the EBR will be submitted using other transactions with their appropriate timeframes. For more information see our Employment Maintenance course available at [training.CalSTRS.com](http://training.CalSTRS.com).

## Notification for Refunds

Members who terminate all CalSTRS-covered employment can request a refund of their account(s).

### Refund Application:

All employers for which the member was employed within the last 12 months must certify the employee's termination of employment on their *Refund Application* form (RF 1360). The member is responsible for coordinating their employer's completion of this form before they submit it to us.

### New SEW:

Employers will submit employment termination information when the termination occurs by submitting an employment transaction either online in the new Secure Employer Website or by using the Employment File. For more information see our Employment Maintenance course available at [training.CalSTRS.com](http://training.CalSTRS.com)

## Requirements for Disability

When a member applies for a disability benefit, we require employment information from the last employer(s) for which the member worked during the last year they earned creditable compensation. We will request this information from you if required.

### Certification by Principal:

The *Certification by Principal* form (DS 056) is used to request information related to the disability application evaluation process. A decision regarding the member's application may be delayed until this report is received fully completed.

### Employment and Benefits Information:

The *Employment and Benefits Information* form (DS 318) is used to request information to ensure the proper processing of a member's disability benefit application.

### New SEW:

Employers submit the Employer Certification for Disability by submitting an Employee Change Request online in the new Secure Employer Website. This information is requested by CalSTRS and will display in Pending Work Items. For more information, see our Employer Certification for Disability course available at [training.CalSTRS.com](http://training.CalSTRS.com).

## Employee Notification Responsibilities

Employers are required to notify employees of what occurs if they terminate employment with less than five years of credited service. Employers share this information with members who terminate employment as part of the usual separation documents.

### **Retirement Contributions:**

A member is only eligible for a refund of retirement contributions under the Defined Benefit Program and the return of the members Defined Benefit Supplement account balance, unless the member is eligible or later becomes eligible for concurrent retirement.

Retirement contributions and the Defined Benefit Supplement account balance that are not refunded continue to earn interest.

The board may take action if accumulated retirement contributions are not refunded under the Defined Benefit Program and the member's Defined Benefit Supplement account balance is not returned.