

# Retirement Timeline

Our Step-by Step process  
for working with us  
towards retirement



**Benefits Manager Terry L. Jones**  
**860.291.7223**



1 Advise your Department Head of your plans to retire. 30-60 days notice

2 Submit a letter to the Human Resources Director of your anticipated date of retirement. Provide a copy to your department head and the Benefits Manager, Terry Jones. 30 days notice

3 The Human Resources office will schedule an appointment with you to go over all the necessary paperwork and to review your different insurance options. 14 days notice

4 After your last paycheck, your pension and retirement package calculation will be finalized. Payment will be mailed via US postal service.

5 All completed paperwork will then be forwarded to designated provider for processing. First pension check should arrive six weeks after one's last paycheck from the town.

6 The last day of the month in retirement, one should receive a pension check every month. **DIRECT DEPOSIT IS AVAILABLE.** \*\*\*Only deductions will be tax withholding elections and healthcare premium dues.

