



**Office of Human Resources
Health and Employee Welfare Division**

Health Insurance at Retirement Registration Instructions

There are 4 Retirement classes that an **ERS (Pension)** plan employee must attend in order to retire from the County, and there are 2 Retirement classes that an **RSP, GRIP** or **MD State** plan employee must attend in order to retire from the County. These classes are offered monthly.

ERS (4) - Retirement Plan Codes A, E, F, G, H

1. ERS Retirement Planning - ERS Groups A, E, F, G, H Class
2. Health Insurance Planning for Retirement Class
3. ERS Applying to Retire – ERS Groups A, E, F, G, H Class
4. Health Insurance Applying to Retire Class

RSP, GRIP, MD State (2) - Retirement Plan Codes RN, RM, RC, RP, CN, CM, T

1. Health Insurance Planning for Retirement Class
2. Health Insurance Applying to Retire Class

SPACE IS LIMITED! YOU MUST REGISTER TO ATTEND A CLASS!

To register via the ePortal: <https://ex01.montgomerycountymd.gov>

1. Select **Employee Self Service (ESS)**.
2. Select **Go to Employee Self Service**.
3. Select **MCG HR Employee Self-Service**.
4. Scroll down to **Learner Access: Learning** and click on **Learner Home**.
5. In the Search bar enter "**Retirement**."
6. Click on the applicable icon (yellow envelope) below the **Choose or Enroll in class** field.
7. Select the date of your desired class by clicking "**Enroll**." Click "**Review**" and then click "**Submit**."

Class Location: Rockville Memorial Library **Class Time:** 11:00am to 12:30pm
21 Maryland Avenue
Rockville, MD 20850

Parking Options:

1. The COB Parking Garage is Free with County ID up to 4 hours. OHR will provide you with a Parking Authorization form at the end of each class.
2. Rockville Town Square Parking **Garage B** offers Free for up to 2 hours with Library Validation. You are responsible for payment over the 2 hour limit.

If you need assistance with the registration process, please contact the OHR Training Team at (240) 777-5116.



2016 Health Insurance Planning for Retirement and Health Insurance Applying to Retire Monthly Class Schedule

Health Insurance Planning for Retirement Class - This class provides information on group health and life insurance election options at retirement. Topics covered include: Retiree Term Life Insurance, Cost Sharing Arrangements, Survivor Benefits, Social Security and Medicare. **You may bring a guest.**

2016 Health Insurance Planning for Retirement Class Dates

| | | |
|-----------------------|-----------------------|-----------------------|
| Jan. 20 th | May. 18 th | Sep. 21 st |
| Feb. 17 th | Jun. 15 th | Oct. 19 th |
| Mar. 16 th | Jul. 20 th | Nov. 16 th |
| Apr. 20 th | Aug. 17 th | Dec. 21 st |

Health Insurance Applying to Retire Class – At this class you will complete all required group health insurance forms to elect insurance coverage for you and any eligible dependents at retirement. This class is required for all employees who are ready to retire on the date that coincides with the class.

What to Bring? A legible photocopy of your birth certificate or U.S. Passport, your State issued marriage certificate, as well as a birth certificate for each eligible dependent child.

2016 Health Insurance Applying to Retire Class Dates

(Prerequisite: Health Insurance Planning for Retirement Class)

| If Your Retirement Date Is... | Your Class Date Is... |
|-------------------------------|-----------------------|
| January 1, 2016 | November 4, 2015 |
| February 1, 2016 | December 2, 2015 |
| March 1, 2016 | January 6, 2016 |
| April 1, 2016 | February 3, 2016 |
| May 1, 2016 | March 2, 2016 |
| June 1, 2016 | April 6, 2016 |
| July 1, 2016 | May 4, 2016 |
| August 1, 2016 | June 1, 2016 |
| September 1, 2016 | July 6, 2016 |
| October 1, 2016 | August 3, 2016 |
| November 1, 2016 | September 7, 2016 |
| December 1, 2016 | October 5, 2016 |
| January 1, 2017 | November 2, 2016 |
| February 1, 2017 | December 7, 2016 |