

Retirement Procedures

For any information that you may need directly for the pension programs, please click for the [Legacy Plan](#) or for the [Hybrid Plan](#).

Legacy Plan covers teachers who started prior to July 1, 2014, plus full-time noncertified (Classified) staff. The Hybrid Plan covers teachers who started on or after July 1, 2014. Remember it is possible that someone can be covered by both plans depending on what positions they've held, for example: non-certified staff moving to certified staff.

Please call Tennessee Consolidated Retirement System (TCRS) to request a counseling session at least a year from retirement. WCS's RetireReady plan advisor is [Ted Choate](#). An estimate of an employee's benefit should be obtained by the employee from TCRS approximately 4-6 months before the employee's retirement date. TCRS's phone number is 1-800-922-7772. Please click [here](#) for a TCRS retirement checklist for your reference. If an employee is interested in the Social Security Leveling benefit option under TCRS, a current estimate of their benefits should also be requested from the [Social Security Administration](#).

Employees should make an appointment with the WCS Retirement Manager, Carrie Vitucci, in the Finance Department approximately 90 consecutive days in advance of their retirement date to complete all necessary retirement applications and forms. Appointments can be scheduled by calling 615-472-4055 or by emailing her at carrie.vitucci@wcs.edu. If an employee does not complete their paperwork 90 days in advance of their retirement date, this may result in an employee's retirement checks being delayed. Most retirement appointments take between 20-40 minutes depending on questions asked. Employees may bring someone to the appointment with them. Employees should bring a voided check, proof of their date of birth and proof of their beneficiary's date of birth such as a driver's license, birth certificate or passport. Employees need to be prepared to make decisions regarding a benefit payment plan and withholding taxes. At the meeting the employee will complete the TCRS [application](#) through their member self-service account with TCRS. If you need to create an account, please click [here](#) and follow the instructions. This time, you will also fill out the [WCS Retirement Form](#) to turn in to your supervisor for signature, if you have not done so already.

Again, for more information or assistance, please contact WCS Retirement Manager Carrie Vitucci in the Finance Department by telephone at 615-472-4055 or by email at carrie.vitucci@wcs.edu.