



Memorandum

TO: Board of Administration, Police and
Fire Department Retirement Plan

FROM: Theresa Sitchler
Benefits Analyst II

SUBJECT: Rescind Retirement Application for
Police Sergeant Christopher M. Sciba

DATE: 06/02/2023

RECOMMENDATION

Rescind the retirement application with the retirement effective date of 07/08/2023 for Police Sergeant Christopher M. Sciba.

BACKGROUND

At the 06/01/2023 Board meeting, the Police and Fire Department Retirement Plan approved the Service Retirement of Police Sergeant Sciba effective 07/08/2023.

On 06/02/2023, Retirement Services received an email from Police Sergeant Sciba stating he would like his application withdrawn from the Retirement process (please see attached).

ANALYSIS

Police Sergeant Sciba is requesting that the Board approve his request to rescind his application and remove him from the Retirement process.

Theresa Sitchler

Theresa Sitchler
Benefits Analyst II

Enclosure: Email from Christopher Sciba

Sitchler, Theresa

From: Chris Sciba <csciba3317@gmail.com>
Sent: Friday, June 2, 2023 12:45 PM
To: Co-Garcia, Marivic
Cc: Sitchler, Theresa
Subject: Re: Application for Retirement - effective date correction 7/8/2023

[External Email]

Yes I would like to rescind my application.

Chris Sciba

On Fri, Jun 2, 2023 at 12:33 Co-Garcia, Marivic <Maria.Co-Garcia@sanjoseca.gov> wrote:

Hi Chris,

No need to submit your certificates (Birth and Marriage), just the Application for Retirement with your current signatures and dates.

Thank you and please contact your assigned Analyst if you have any questions.

Marivic

From: Chris Sciba <csciba3317@gmail.com>
Sent: Friday, June 2, 2023 12:22 PM
To: Co-Garcia, Marivic <Maria.Co-Garcia@sanjoseca.gov>
Subject: Re: Application for Retirement - effective date correction 7/8/2023

[External Email]

Do I need to fill out a whole new packet and resubmit my birth and marriage records?

On Fri, Jun 2, 2023 at 11:49 Co-Garcia, Marivic <Maria.Co-Garcia@sanjoseca.gov> wrote:

Hi Chris,

Thank you for letting us know. I copied your assigned Analyst – Theresa Sitchler so she will not proceed with your documents. Due to changing your effective date for more than 6 months, I suggest to rescind/withdraw your application and re-submit your application once you are ready to retire by next year 2024.

Please confirm if you would like to rescind your application.

Thank you.

Marivic

From: Chris Sciba <csciba3317@gmail.com>
Sent: Friday, June 2, 2023 11:39 AM
To: Co-Garcia, Marivic <Maria.Co-Garcia@sanjoseca.gov>
Subject: Re: Application for Retirement - effective date correction 7/8/2023

[External Email]

Marivic,

I did not get the job I was applying for so I will not be retiring in July. As of right now I will be pushing it out to January.

Sorry for any inconvenience.

Chris Sciba

On Mon, May 15, 2023 at 07:34 Co-Garcia, Marivic <Maria.Co-Garcia@sanjoseca.gov> wrote:

Thank you so much Mr. Sciba for confirming.

Have a great day and your packet is being review by your assigned Analyst.

Marivic Co-Garcia

From: Chris Sciba <csciba3317@gmail.com>
Sent: Monday, May 15, 2023 7:32 AM
To: Co-Garcia, Marivic <Maria.Co-Garcia@sanjoseca.gov>
Subject: Re: Application for Retirement - effective date correction 7/8/2023

[External Email]

I copy

Sent from my iPhone

On May 15, 2023, at 07:06, Co-Garcia, Marivic <Maria.Co-Garcia@sanjoseca.gov> wrote:

Good morning Mr. Sciba,
Just wanted to make a correction on the date below due to typographical error, your effective date is **7/8/2023** not 7/7/2023, per your request.

Please confirm.

Marivic Co-Garcia

From: Co-Garcia, Marivic
Sent: Friday, May 12, 2023 1:55 PM
To: csciba3317@gmail.com; shastamutt@earthlink.net
Subject: Application for Retirement - effective date

Hi Mr. Sciba,
As per our phone conversation that your effective date will be in July 7th, 2023 not January 7th, 2024.

Please confirm so I can proceed with the change.

Thank you.

Marivic Co-Garcia

City of San Jose – Benefits
Office of Retirement Services
[direct]: 408.794.1003
[zoom phone#:] 669.240.5921
[fax]: 408-392.6732

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June 2, 2023

Christopher Sciba
2819 Old Estates Court
San Jose, CA 95135

RE: Withdrawal of Service Retirement Application

Dear Christopher:

Per your request, we are withdrawing your application for a **July 8, 2023**, Service retirement. Your withdrawal is scheduled to be heard on the August 3, 2023, PF Board meeting.

If you have any questions or comments, please do not hesitate to contact your assigned Analyst – **Theresa Sitchler** via email: Theresa.Sitchler@sanjoseca.gov or Office of Retirement Services at (408) 794-1000.

Sincerely,

Marivic Co-Garcia
Sr. Supervisor - Admin

cc: Theresa Sitchler