

The Bottom Line

A monthly newsletter brought to you by the Business Office.

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Planning to Retire? (MTRB)



If you are thinking of retiring at the end of this school year, please go to the MTRB website for all [necessary forms](#). Under "Retirement Application Forms," please complete the "[Retirement Application](#)" form.

Employees complete part 1. Susan Conzo in Human Resources will complete the verification of service and salary portions of part 2. Please provide two (2) weeks for Human Resources to complete part 2 of your application. You may find additional information on the [MTRB](#) web site. A letter of resignation should be sent to the Superintendent when you have made the decision to retire.

Planning to Retire? (Middlesex)



If you plan to retire in the next year, you can contact the Middlesex Retirement Board for a retirement pension estimate. The form is available on their [web site](#). Six (6) months prior to retirement, complete the personal information section of the Retirement Form (Form 1) and send to Middlesex Retirement Board. The form is mailed to Middlesex three (3) months before retirement. Additional information is available on their web site. A letter of resignation should be sent to the Superintendent when you have made the decision to retire.

Hiring Process



As we welcome Susan Conzo into Human Resources, I have taken the opportunity to restate our hiring process. Here is a summary:

- 1.) A Personnel Action Form (PAF) is submitted to Human Resources. This form provides the information necessary to post the opening on School Spring. All openings must be posted either internally and/or externally.
- 2.) The hiring manager is responsible for determining the size and make-up of the hiring committee. Once a preferred candidate is determined, the hiring manager conducts reference checks.
- 3.) The hiring manager forwards the name and required documentation (application, license, resume, references, etc.) for the recommended candidate to Susan. Candidates for a WEA position and long-term substitutes are interviewed by the Superintendent.
- 4.) Once Susan receives the completed packet from the hiring manager, she will generate a letter to the candidate for the Superintendent's signature. She will also reach out to the candidate to schedule a time to meet.
- 5.) Recommended candidates cannot begin work until the Superintendent has signed the offer letter and all background checks (fingerprints and CORI) are satisfactory to the district.