

PREPARING FOR RETIREMENT

WITH HUDSON PUBLIC SCHOOLS

If you are contemplating retirement, review this booklet to seek out information, see what you are eligible for, find out what you will need to do!



*We recommend that you file your retirement application **at least three to four months** before your date of retirement with your retirement system. Retirement applications can be found online with your retirement company.*

How to Retire:

1. Send a letter/email the Superintendent and to Human Resources notifying them of your intent to retire and last day of work!
2. Contact your retirement system to begin the paperwork process
3. Check your contract language
4. Find out what you are eligible for
5. Retire!

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How to retire if you belong to the HEA

(Teacher) Union:

Retirement Incentive Eligibility:

- To be eligible for the retirement incentive, you must have set a retirement date between June 30th – August 31st and notified the Superintendent by **November 1st** of the school year in which he/she intends to be his/her last year of service in the district.
- You must have worked for the district for at least fifteen (15) years, and be at least fifty-five (55) years old.
- If the criteria has been met, you would receive a lump sum of \$5,000

Sick Leave Buy Back Eligibility:

- To be eligible for Sick Leave Buy Back, you must have worked for the district for at least fifteen (15) years and have a retirement date set between June 30th – August 31st. You must have notified the Superintendent of your retirement date by November 1st of the school year that the individual intends to be their last year of service.
- If the criteria has been met, you would receive a compensatory benefit of \$60 per day for all remaining sick time (up to 200 days)

Massachusetts Teacher Retirement System:

- For questions regarding your retirement benefits, please contact MTRS directly.
 - <https://mtrs.state.ma.us/>
 - Phone: 617-679-6877
 - Email: Geninfo@trb.state.ma.us
- MTRS will not begin processing your benefit calculation until they receive your signed and completed retirement application. Application forms can be found and downloaded on the above website!

How to retire if you belong to the HPA (Paraeducator) Union:

Sick Leave Buy Back Eligibility:

- To be eligible for Sick Leave Buy Back, you must have worked for the district for at least fifteen (15) years and notify the superintendent of your retirement no later than November 1st of the school year in which he/she intends to be his/her last year of service.
- If the criteria has been met, you would receive a compensatory benefit of \$30 per day up to 120 days of your remaining sick time.

Middlesex Retirement System:

- For questions regarding your retirement benefits, please contact Middlesex Retirement directly.
 - <https://middlesexretirement.org/>
 - mrs@middlesexretirement.org
 - Phone: 978-439-3000 or 800-258-3805
 - Fax: 978-439-3050

How to retire if you belong to the HSAAA (Administrative Assistants) Union:

Retirement Incentive Eligibility:

- To be eligible for the retirement incentive, you must have set a retirement date and notified the Superintendent by **July 30th** of the school year in which he/she intends to be his/her last year of service in the district.
- You must have worked for the district for at least fifteen (15) years, and be at least fifty-five (55) years old upon retirement.
- If the criteria has been met, you would receive a lump sum of \$3,000

Sick Leave Buy Back Eligibility:

- To be eligible for Sick Leave Buy Back, you must have worked for the district for at least fifteen (15) years.
- If the criteria has been met, you would receive a compensatory benefit of \$45 per day for all remaining sick time.

Additional Items:

- Any remaining vacation days will be paid out upon retirement. Personal days do not get paid out, they will be lost if they are not used.

Middlesex Retirement System:

- For questions regarding your retirement benefits, please contact Middlesex Retirement directly. This is where you will find and start your retirement forms:
 - <https://middlesexretirement.org/>
 - mrs@middlesexretirement.org
 - Phone: 978-439-3000 or 800-258-3805
 - Fax: 978-439-3050

How to retire if you belong to the Custodial Union:

Retirement Incentive Eligibility:

- To be eligible for the retirement incentive, you must have set a retirement date and notified the Superintendent by **November 1st** of the school year in which he/she intends to be his/her last year of service in the district.
- You must have worked for the district for at least fifteen (15) years, and be at least fifty-five (55) years old.
- If the criteria has been met, you would receive a lump sum of \$2,500

Sick Leave Buy Back Eligibility:

- To be eligible for Sick Leave Buy Back, you must have worked for the district for at least fifteen (15) years.
- If the criteria has been met, you would receive a compensatory benefit of \$30 per day for all remaining sick time up to a max of 180 days.

Additional Items:

- An Individual who is retiring from the Hudson Public Schools may donate up to ten (10) of their sick leave accumulation to the Sick Leave bank by indicating that intention to the Superintendent of schools, in writing, prior to the effective date of their retirement.
- Any remaining vacation days will be paid out upon retirement. Personal days do not get paid out, they will be lost if they are not used.

Middlesex Retirement System:

- For questions regarding your retirement benefits, please contact Middlesex Retirement directly. This is where you will find your forms and start your retirement application:
 - <https://middlesexretirement.org/>
 - mrs@middlesexretirement.org
 - Phone: 978-439-3000 or 800-258-3805
 - Fax: 978-439-3050

How to retire if you are a non-contractual employee and do not belong to a union:

(ABA Therapists, Building Subs, HR, Payroll, Tech Department, Maintenance, etc)

Retirement Incentive Eligibility:

- To be eligible for the retirement incentive, you must have set a retirement date and notified the Superintendent by **November 1st** in the school year in which he/she intends to be his/her last year of service in the district.
- You must have worked for the district for at least fifteen (15) years, and be at least fifty-five (55) years old as of June 30th.
- If the criteria has been met, you would receive a lump sum of \$2,500

Sick Leave Buy Back Eligibility:

- To be eligible for Sick Leave Buy Back, you must have worked for the district for at least fifteen (15) years.
- If the criteria has been met, you would receive a compensatory benefit of \$45 per day for all remaining sick time upon retirement.

Additional Items:

- Any remaining vacation days will be paid out upon retirement. Personal days do not get paid out, they will be lost if they are not used.

Middlesex Retirement System:

- For questions regarding your retirement benefits, please contact Middlesex Retirement directly. This is where you will find and start your retirement forms:
 - <https://middlesexretirement.org/>
 - mrs@middlesexretirement.org
 - Phone: 978-439-3000 or 800-258-3805
 - Fax: 978-439-3050

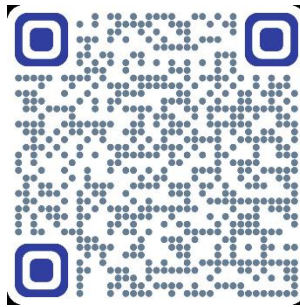


Middlesex Retirement System

Self-Portal Instructions

If you are a full time Paraeducator, ABA Therapist, Building Sub, PCA, SLPA, unlicensed educator, BCBA, OT, Administrative Assistant, Un-licensed Administrator, or non-contractual employee, you are enrolled in the Middlesex Retirement System!

Link: <https://middlesexretirement.org/resources/employee-self-service-online-account-access/>



Click: New User? Please use the [Self-Registration feature](#).

Then Click: New User? Registering is easy with [Self Registration](#)

Input your personal information and create your account!

This is where you will be able to check your deductions, balance, personal information, beneficiaries, and use the retirement earnings calculator.

- <https://middlesexretirement.org/>
- mrs@middlesexretirement.org
- Phone: 978-439-3000 or 800-258-3805
- Fax: 978-439-3050

Massachusetts Teacher Retirement System

Contact Details:



- <https://mtrs.state.ma.us/>
 - Phone: 617-679-6877
 - Email: Geninfo@trb.state.ma.us
- MTRS will not begin processing your benefit calculation until they receive your signed and completed retirement application. Applications should be complete and submitted to MTRS **at least 3-4 months prior to your retirement date.**
 - Here you can also, estimate your retirement, find a form, change your contact information or beneficiary, apply for a refund, apply for retirement.

MTRS Forms:

Here you can, Find a Form, Estimate your retirement benefit, apply for retirement, change your contact information or beneficiary, or withdraw your funds

If you need to buy back time or purchase any substitute, temporary, part-time, or non-MTRS work.... Use the corresponding buy back form and submit to your current or previous school districts at-least a few months prior to your retirement.

Link: <https://mtrs.state.ma.us/forms/>



SMART Plan/ OBRA:

If you ever worked part time, seasonal, as a coach, or a substitute, some of your funds may be in OBRA!

- www.mass-smart.com
- Phone: 1-877-457-1900
- SMART@empower-retirement.com



Hudson - Town Benefits

For questions or concerns about your insurance benefits, please contact the town of Hudson:

- <https://www.townofhudson.org/>
- 78 Main St, Hudson MA 01749
 - General Town Hall hours: M-F 8:00am to 4:30pm
- 978-568-9615 or 978-568-9610

GIC Insurance for Retired Teachers

- <https://www.mass.gov/orgs/group-insurance-commission>
- Open Enrollment typically falls between April – May and is effective July 1st.
- Phone: 617-727-2310
- Registration for GIC insurance is solely up to the employee. If MTRS has not submitted your paperwork to GIC yet, you will not be able to register until you do so and MTRS has processed this.



Supplemental 403(b)/457(b) Retirement Accounts

WEBSITE: <https://www.region10rams.org/documents/#/search-forms/hudsonps>

CODE: Hudson PS

This is where you can access all Forms, Distribution/Rollover/Refund/Change Forms, website, and other guides.

- Customer Service: (800) 943-9179
- Email: 403b@tcgservices.com
- Fax: (888) 989-9247

Additional Items:

- If a staff member does not meet the years of service/age requirements to be eligible for sick leave buy back, or retirement incentives, any remaining personal or sick time would be lost and not owed to the staff member. Per Massachusetts law, sick or personal time are not considered “wages” and are not paid out upon resignation/termination/retirement. MGL c.149, §§ 148 and 150 (unless eligibility is met per HPS policies and collective bargaining agreements)
- Any remaining vacation time will be paid out to the staff member.
- All Paid Time off will be prorated pursuant to the resignation/termination date if this date falls mid-year.

For any additional questions or concerns, please contact Human Resources – HR@Hudson.k12.ma.us