

# Payroll Deduction Information

## Health Insurance Plans

Individuals employed for at least twenty (20) hours regularly each week have the option of selecting either individual or family health insurance coverage. Coverage is provided to eligible employees for their unmarried children under nineteen (19) years of age, or up to twenty-five years of age if a full time student, meets the IRS criteria for dependent status or mentally or physically incapable of earning their own living, for retirees, and for surviving spouses. Retirees eligible for Medicare coverage may enroll in the optional Medicare extension program.

At the time of termination for reasons other than retirement, employees may continue their coverage under the provisions of Federal law (commonly termed COBRA) provided they pay 102% of the full premium.

An employee has the option to choose either *HMO Blue* or *Tufts PPO* health plans.

### Tufts PPO rates for 2009-2010

#### School Year Employee (21 paychecks)

Single Plan	\$117.08 per pay period
Family Plan	\$303.46 per pay period

#### (26 paychecks)

Single Plan	\$94.57 per pay period
Family Plan	\$245.10 per pay period

### HMO Blue rates for 2009-2010

#### School Year Employee (21 paychecks)

Single Plan	\$143.76 per pay period
Family Plan	\$353.32 per pay period

**(26 paychecks)**

Single Plan	\$116.11 per pay period
Family Plan	\$285.37 per pay period

If you elect health insurance, you must sign up during the first 30 days of employment. Otherwise, you will need to wait for either open enrollment or a qualifying event. To sign up for health insurance, contact Colleen McCarthy or Kirby Kattar at 978-722-6013.

**Dental Insurance**

Individuals employed for at least twenty (20) hours regularly each week have the option of selecting either individual or family dental insurance coverage.

**Delta Dental rates for 2007-2008**

**School Year Employee  
(21 paychecks)**

Single Plan	\$24.70 per pay period
Family Plan	\$64.02 per pay period

**(26 paychecks)**

Single Plan	\$19.95 per pay period
Family Plan	\$51.71 per pay period

If you elect dental insurance, you must sign up during the first 30 days of employment. Otherwise, you will need to wait for either open enrollment or a qualifying event. To sign up for dental insurance, contact Colleen McCarthy or Kirby Kattar at 978-722-6013.

**Life Insurance**

Each employee can elect term, group life insurance of \$2,000, with an accidental death and dismemberment benefit of \$2,000; retirees can elect to obtain \$5,000 in such life insurance. Contributions by employees are 50% of the premium. Voluntary additional life insurance is available, with participants in this phase of the program paying full cost.

**Additional Life Insurance**

Each employee is entitled to purchase an additional voluntary life insurance policy. You may contact personnel for a list of current providers.

## **Deferred Compensation Plan**

A pre-tax savings program, which excludes contributions to the plan from gross income for federal and state personal income tax purposes, is available to employees. The purpose of this plan, provided under the jurisdiction and direction of the State Treasurer, is to provide a convenient and sound method of investing through payroll deduction, using the expertise of established investment firms. The wages invested in this manner are not taxed. The deferred earnings are taxed when paid out, usually during retirement years, when often, earnings power is reduced.

All School employees are eligible to participate in the 403B plan. You may obtain an application packet from the personnel office.

## **Employee Credit Union**

Members of the Methuen Municipal Employees' Federal Credit Union may make their savings contributions or loan payments through a payroll deduction plan. The credit union offers such programs as vacation and Christmas clubs, auto, home, personal and educational loans, visa, checking and savings accounts. The credit union is located in Room 203 of the Searles Building, 41 Pleasant Street, Methuen, MA 01844. For more information about joining, please call (978) 686-1471 or stop by the Monday thru Thursday from 8:30 a.m. - 5:30 p.m. or Friday 8:30 a.m. - 12:00 p.m.

## **Long Term/Short Term Disability**

Each employee is entitled to purchase a long term/short term disability insurance policy. You may contact personnel for a list of current providers.

## **United Way Contributions**

Employees may arrange to have their annual pledge to the United Way Campaign met by payroll deduction. For more information, please contact Connie Sousa at 978-983-8577.

## **Retirement Plans**

### **Methuen Contributory Retirement System** *(Custodians, Cafeteria Workers, Program Assistants, Secretaries)*

Membership in the Methuen Contributory Retirement System is mandatory for individuals employed on a permanent full time basis and for certain individuals employed on a part time basis. Members of the system contribute at various percentage rates,

depending on their date of employment. The contributory retirement law, which is the same for all Massachusetts public employees, is administered in the Town by the Methuen Retirement Board. A representative of the Boards will provide descriptive literature and further information when you sign the enrollment form at the Retirement Board Office located in the Searles Building, Room 208. Please bring a copy of your birth certificate with you when you enroll. If you have any questions regarding the retirement plan, please call the Retirement Board Office at 978-983-8620.

**Massachusetts Teachers Retirement Board**  
*(Administrators, Teachers, Nurses)*

Membership in the Massachusetts Teachers Retirement System is required by law for all teachers or school administrators in Massachusetts. You will receive detailed information from the MTRS about the retirement program after your application has been processed. Please complete the enrollment form and attach a copy of your teaching certificate and birth certificate. If you have any questions about the Massachusetts Teachers Retirement System, please call 617-679-6877.

**Direct Deposit**

Employees may have a portion of or their entire paycheck direct deposited into their checking or savings account. In order to have your check direct deposited, please send a blank voided check to the Payroll Office. Please be aware that direct deposit takes two pay periods to activate.

**Employee Assistance Program**

The Employee Assistance Program is a free, confidential, professional counseling and evaluation service provided for employees and their families. For more details or questions contact Jill Stackelin at 978-983-8578 or Colleen McCarthy at 978-722-6013. You may also contact the Center for Health Resources directly at 781-932-0257.