



TOWN OF HANOVER  
PAYROLL & BENEFITS OFFICE  
188 BROADWAY  
HANOVER, MASSACHUSETTS 02339  
781-878-0786

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### **Retirement Information for Hanover Schools Employees**

#### **What you need to do first:**

Contact the Plymouth County Retirement Association (PCRA) at 508-830-1803 or the Massachusetts Teachers' Retirement System (MTRS) at 617-679-6877.

- Set a tentative retirement date and request an estimate of retirement allowance.
- Schedule an appointment with a retirement counselor at the Plymouth County Retirement Association or the Massachusetts Teachers' Retirement System.
- Familiarize yourself with the Benefits Options, Survivor Benefits and the retirement process.
- Contact the Social Security Administration office (if you are 65 years or older) regarding eligibility of a Social Security pension AND your eligibility for Medicare Part A and Part B (see below).
- Choose your official retirement date (first day you will no longer be at work), Benefit Option and your beneficiaries.
- Notify your Principal/Department Head and the Superintendent/Payroll and Benefits Office of your intent to retire in writing with your signature.
- Complete and submit your retirement application to the Plymouth County Retirement Association or Massachusetts Teachers' Retirement System (Part 2 of the application is filled out by the Payroll Department and should be sent there for processing).

Please Note: Processing your retirement paperwork can take time and it could be up to three (3) months before you receive your first retirement check so please plan accordingly.

### **Helpful Benefits Information for Retiring or Retired Employees**

#### **What happens to my medical insurance once I retire from the Hanover Public Schools?**

- If you are under the age of 65: When you retire (either ordinary retirement, by accidental disability, or through superannuation), coverage will remain the same. You will continue to receive the 50/50 split of the premium offered to active employees.
- If you are over the age of 65: Contact Social Security Administration to determine if you are eligible for Medicare Parts A and B three (3) months before turning 65, or upon retirement if you are over age 65.
  - You are required to enroll in Medicare effective the first of the month following your retirement.
    - Medicare Part A is free and covers hospitalization.
    - Medicare Part B charges a monthly premium and covers most doctor/medical expenses (approximately 80% of medical expenses).

- You are also eligible for a Medicare Blue Cross Blue Shield supplemental plan through the Town of Hanover. You will continue to receive the 50/50 split of the premium offered to active employees.
  - Your supplemental Blue Cross coverage through the Town will cover the remaining expenses not paid for by Medicare.
  - Your supplemental coverage through the Town includes Part D (prescription coverage).
- **What if I am not eligible for Medicare Parts A & B?** If this is the case, please provide the Payroll and Benefits Office with a letter from the Social Security Administration office stating you are ineligible. You will remain on your current health insurance plan through the Town of Hanover.

#### **What happens to my dental insurance once I retire from the Hanover Public Schools?**

- Your dental coverage will terminate the last day of the month of your retirement.

#### **What happens to my life insurance once I retire from the Hanover Public Schools?**

- Basic life insurance coverage of \$2,000 can remain in effect and the monthly premium can be deducted directly from your pension check. Some voluntary policies can remain in effect, however the coverage amount will decrease to \$5,000. The Personnel Coordinator will let you know if your policy is available to be transferred into retirement and options if it is non-transferrable.

#### **How do I pay for my medical or life insurance in retirement?**

- Your insurance premiums through the Town will be deducted from your MTRS or PCRA pension check monthly, if your pension checks warrants.
- If you are over 65, the Medicare Part B premium is NOT deducted from your pension check but you are responsible for paying this via social security or directly to Medicare.

#### **What information does the Payroll and Benefits Office need to know?**

- A letter stating your intention to retire and the date of your retirement;
- If you and/or your spouse turns 65 years old and are eligible for Medicare, the Payroll and Benefits Office will reach out to you 3 months prior to your 65th birthday with information to transition you to a Medicare Supplemental Plan. A copy of your Medicare Part A and B card are required to make this change;
- If your address changes;
- If your spouse passes away;
- If you wish to change your health insurance coverage, please do so during open enrollment. If you have medical coverage through your spouse's employer and they lose coverage, you can begin coverage through the Town of Hanover within 30 days from your qualifying event date;
- If the subscriber passes away, the spouse remain on insurance through Town of Hanover, however they will be required to pay 100% of the insurance premium;
- If you want to change a beneficiary on your life insurance plan.

**After Retirement Contact Information:**

- Pension Check Questions
  - Plymouth County Retirement Association, 508-830-1803, <https://www.pcr-ma.org/contact>
  - Massachusetts Teachers' Retirement System, 617-679-6877, [geninfo@trb.state.ma.us](mailto:geninfo@trb.state.ma.us)
- Benefits Questions
  - Town of Hanover Payroll and Benefits Office, 781-878-0786 or [payrollbenefits@hanoverschools.org](mailto:payrollbenefits@hanoverschools.org)