

MASSACHUSETTS
Public Employee Retirement Administration Commission
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MEMORANDUM

TO: All Retirement Boards

FROM: Robert F. Stalnaker, Executive Director

RE: School Nurses' Membership in the Teachers' Retirement System

DATE: June 7, 1999

The Commission has received inquiries on whether school nurses employed by governmental units are eligible for membership in the Massachusetts Teachers' Retirement System. The following are the rules of the Teachers' Retirement Board as to eligibility for membership by school nurses.

School nurses must meet the following four criterion in order to become a member of the Teachers' Retirement System:

1. The school nurse must be covered by a contractual agreement for employment with one or more school committees or boards of trustees or by any combination of such committees and boards;
2. The school nurse's contract must require not less than half-time service;
3. The school nurse must hold a certificate granted by the state board of education or have been granted a waiver pending certification by the board of education;
4. The school nurse must have a contractual agreement that requires that he or she be certified by the state board of education as a condition of employment.

Retirement boards should search their records to find all members who hold the position of school nurse. Each school nurse should complete a Teachers' Retirement System Enrollment Form and submit that form to their payroll office. The Teachers' Retirement Board will then review the form and determine if the school nurse meets the eligibility requirements for membership in that system. If a school nurse does meet the eligibility requirements, the Teachers' Retirement Board will automatically request a transfer of the school nurse's accumulated deductions from their current retirement board. If a school nurse does not meet the eligibility requirements after the form is reviewed, the school nurse will be advised and given notice of his or her right to appeal that decision.

We trust the foregoing is of assistance. If you have further questions or concerns, please contact this office.