

MASSACHUSETTS
Public Employee Retirement Administration Commission
5 Middlesex Avenue, 3rd Floor
Somerville, MA 02145
(617) 666-4446
Fax: (617) 628-4002
www.state.ma.us/PERAC

MEMORANDUM

TO: All Retirement Boards

FROM: Joseph E. Connarton, Acting Executive Director

DATE: September 9, 1999

EW: Clarification on the New PERAC “Request for Appointment” Form

This memorandum is to assist boards with the completion of the new PERAC “**REQUEST FOR APPOINTMENT**” form, found on page 19 in the revised “Basics of Disability Retirement Process” manual. There are two spaces not being completed correctly, the “Job Title/Group” space and the “Employer” space.

The **Job Title/Group** space, should identify the retiree’s functional job title and group classification.

The **Employer** space should identify the name of the department head and name of employer. Please see the example below:

Job Title/Group

Administrative Assistant/Group I

Employer

Jane Doe, Dept Head/Dept of Corrections

If you have any questions regarding the forms please contact the Disability Unit at (617) 591-8956