

# Brookline Supplementary Regulations

November 12, 2003	Membership	<p>All part-time, provisional, temporary or intermittent employees who are regularly scheduled to work twenty (20) hours per week are required to become members of the Brookline Contributory Retirement System and to make weekly contributions to the system pursuant to G.L.c.32, 22 (1)(B). Those employees who are not regularly scheduled to work at least twenty (20) hours per week will not be allowed membership in the Brookline Contributory Retirement System.</p> <p>All appointed officials serving in non-compensated positions are ineligible for membership in the Brookline Contributory Retirement System.</p> <p>All non-elected appointed officials, board members and commissioners who receive compensation and work less than twenty (20) hours per week are eligible for membership in the System. Creditable service shall be one (1) year of creditable service for every year of service in such capacity, so long as the member does not receive in excess of one (1) year of combined service for dual functions in any calendar year.</p> <p>Any permanent employee of the Brookline School Department who is not a certified teacher is eligible for membership in the retirement system. Said employees will be granted credit for a full year of creditable service if they are employed full time for the job they perform even if the job only occurs during the school year.</p> <p>The Board shall have full jurisdiction to determine the eligibility of employees for membership in all cases involving part-time, provisional, temporary provisional, seasonal or intermittent employment.</p>
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	<p>Creditable Service</p>	<p>A member whose entire service is in a part-time position shall receive one year of creditable service for each year worked provided the member works the number of hours required by the position held.</p> <p>A member employed on a part-time basis who becomes a full-time employee for more than fifteen months provided those fifteen months are to be used in as part of the retirement allowance calculation in accordance with section 5(1) shall receive credit for his part-time service on a pro-rated basis as it relates to a full-time position.</p> <p>A member employed on a full-time basis who becomes part-time shall receive credit for his part-time service on a pro rated basis as it relates to a full-time position.</p> <p>Part-time membership service performed on or before [the date of the regulation] shall be credited with full-time service. Thereafter, all part-time service shall receive credit in accordance with the rules stated in this regulation.</p> <p>Any member in service authorized by law to purchase prior creditable service may purchase such creditable service by authorizing a payroll deduction of not less than \$25.00 per week for a period not to exceed five (5) years.</p>
	<p>Federal Grant Service</p>	<ol style="list-style-type: none"> <li>1. Employees of a member unit of the Brookline Contributory Retirement System, whose compensation is paid through a federal grant and whose employment terms and conditions would otherwise qualify them for membership, are eligible for membership in the Brookline Contributory Retirement System.</li> <li>2. Members of the Brookline Contributory Retirement System who previously rendered service in a member unit under a Federal Grant (e.g. CETA, EAP, Title I, LEAA,) but were excluded or omitted from membership in the Brookline Contributory Retirement System due solely to the federal source of payment of the compensation, and whose employment terms and conditions would otherwise qualify them for membership in the Brookline Contributory Retirement System to the date of such exclusion or omission, upon full and complete payment into the retirement system of the appropriate retirement contribution. Such members are</li> </ol>

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		<p>entitled to the benefits of membership which were in effect at the time of such exclusion or omission.</p> <p>3. Members of the Brookline Contributory Retirement System who have rendered prior employment service in a non-member unit and whose compensation for such service was paid through a federal grant, are eligible to purchase creditable service for such prior employment service, if such prior employment service, if rendered in a member unit, would have been eligible to be purchased. The grant of creditable service for such prior employment service shall not serve to establish retroactive membership in the Brookline Contributory Retirement System.</p>
	Forms	<p>Every employee who becomes a member of the Brookline Contributory Retirement System must fill out the necessary forms as furnished by the Retirement Board and name a beneficiary. At the time of enrollment, the member must also furnish the board with a copy of their birth certificate, and if a veteran, a copy of the Discharge of Military Service which shall be kept on file by the Board.</p>