



MANCHESTER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT NO. 37
195 McGregor Street, Suite 201
Manchester, NH 03102
Telephone: 603.624.6300 • Fax: 603.624.6337

Welcome to the Manchester School District!

Benefits Orientation

- **All benefit eligible employees must return all benefit enrollment forms within 30 days from date of hire.**
 - You may contact the benefits coordinator at hrbenefits@mansd.org to make an appointment

Important Information Regarding Medical and Dental Insurance

- **Spouse:** You are required to provide the following information in order to cover your spouse on your insurance.
 - Date of Birth
 - Social Security Number
 - Copy of Marriage Certificate
- **Dependent Children:** You are required to provide the following information in order to cover your dependent children on your insurance.
 - Date of Birth
 - Social Security Number
 - Copy of Birth Certificate (or other proof of dependent relationship if adopted or have legal guardianship)

Important Information Regarding Life and Retirement Beneficiaries

- You are required to provide the following information regarding your beneficiaries:
 - Date of Birth
 - Social Security Number
 - Address

It is the policy of the Manchester Board of School Committee, in its actions, and those of its employees, that there shall be no discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin or sexual orientation for employment in, or operation and administration of any program or activity in the Manchester School District. The Title IX Coordinator is Pamela Hogan; the 504 Coordinator is Christine D. Martin, Ed.D. Please see above for contact information.

Required Forms to Complete

Medical Enrollment Form: There are several options available. The medical insurance is effective the 1st of the month after you start. For example, if you started in June your insurance would begin July 1st.

Dental Enrollment Form: There is one dental plan offered. The dental insurance has a 3 month waiting period. For example, if you started in June your insurance would begin October 1st.

Waiver Form: If you are waiving medical and/or dental insurance you must complete the waiver form.

Life Insurance Beneficiary Form: Free District-provided Life Insurance. You must complete the Life Insurance Beneficiary Form.

Retirement Benefit: It is mandatory that you participate in the retirement system. Your position will determine which plan you participant in.

- New Hampshire Retirement System (NHRS): You must complete a NHRS Enrollment Form and Beneficiary Statement. The Beneficiary Statement must be notarized.
- Manchester Employee Contributory Retirement System (MECRS): You must complete the enrollment form.

Second Injury Fund Form: Please fill it out listing any previous workers' compensation injuries you may have sustained. If you have no prior injuries, just write "None".

Additional Benefit Information

Direct Deposit Form: This is optional but preferred. You must complete a direct deposit form if you wish to have your paycheck directly deposited to your financial institution. You may select a percentage to go into several different accounts.

Employee Assistance Program (EAP): The district provides an employee assistance program. All employees and their immediate family members are eligible to use the service.

Flexible Spending Account Form: This is an optional benefit governed by the IRS. This benefit allows you to pay certain health care and/or dependent care expenses with pre-tax dollars. You must enroll within 30 days of your date of hire.

Tax Shelter Annuity /403b: The District has several approved vendors with 403b companies. The district does not make any contributions. All employees are eligible and many enroll into this plan at any time.

Vitals SmartShopper: Employees enrolled under the District's medical insurance may participate in this program by receiving incentives for using cost-effective care.

Voluntary Life Insurance: The District offers a voluntary life insurance benefit. You must enroll within 30 days of your date of hire. Premiums are 100% employee paid.

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