Employer's Certification of Creditable Service and Regular Compensation in Connection with Shift Substitution

October 2011

Retirement Board: Please place your address and phone number here. ▶

**Saugus Retirement Board 25R
Main St, Town Hall Annex
Saugus, MA 01906
781-558-2903, 781-558-2892**

Applicant's Last Name	First	M.I.	Former or Maiden Name (If different)

Street Address   Social Security #

City   State   Zip

Massachusetts General Laws, Chapter 32, Section 1, defines "regular compensation" as "compensation received exclusively as wages by an employee for services performed in the course of employment for his employer." "Shift Substitution" is a widespread practice, which permits a member to work a shift for another similarly situated employee. Given the dictates of Chapter 32, §§ 1 and 4(1)(a), it is imperative that a member repay shifts prior to retirement so that the member is able to utilize all available creditable service and regular compensation in calculating his or her retirement allowance.

Therefore, if a person who has engaged in shift substitution seeks to retire, his/her Employer must certify that all shifts have been repaid for the time period in question.

This should not be construed to exclude other forms of authorized leave from the calculation of regular compensation or creditable service.

I, (name) _____ am the Employer of the above-named employee at _____ (place of employment) and hereby certify that he or she has engaged in the practice of shift substitution, but that all shifts worked for this employee have been repaid by the employee.

☐ I am attaching documentation to this effect.

☐ In the absence of documentation, I am attaching my sworn affidavit and/or the affidavits of others.

The statements and facts contained in this document are correct, complete and accurately presented to the best of my knowledge and belief.

Signature of Employer   Print Full Name

Title   Date