



This form is for the purpose of part-time teaching when the person was not eligible to contribute. Incomplete or inaccurate forms will not be processed.

Please print clearly or type in black ink.

### Section 1: Employee Information

SSN (last 4 digits)		Date of Birth	Date of Birth (mm/dd/yyyy)		
First Name	MI	Last Name			
Address					
City		State	ZIP		
Email Address		Daytime Telephone	e Number		

## Section 2: Current Employer Information and Certification

Reporting Agency	Telephone Number	Fax Number
Email Address	Telephone Number	

# Section 3: Part Time Employment Information and Certification

Is this teacher contributing?	🛛 Yes	🗖 No		
Employee's Title			Number of Days in School Yea	r
Was service rendered on a sub	stitute or te	mporary basis? 🔲 Ye	es 🔲 No	
Signature of School Official				Date of Signature (mm/dd/yyyy)

(Part Time Teacher Verification continued on next page)



# PART TIME TEACHER VERIFICATION

Report service rendered in your school/district. List each school year separately, and indicate whether service was rendered on a full-time or part-time basis. If service was part-time, please indicate percentage of full-time employment.

Period of Empl	Period of Employment		Percentage	Full-Time Salary	
From (mm/dd/yyyy)	To (mm/dd/yyyy)	Working Days (Max 180)	Worked (i.e. 1/5 , 2/5 , 3/5)	(if worked full-time)	Salary Earned

#### **ERSRI Part-Time Teacher Policy**

Part-time teachers, not substitute teachers, who work the equivalent of half-time or more shall be eligible for ERSRI membership. Part-time teachers who work for less than the equivalent of half-time shall not be eligible for membership, but shall have the right to purchase such time under the following conditions.

- A part-time teacher, who subsequently becomes an active ERSRI member, shall have the right to purchase past part-time service. The purchase will be calculated at full actuarial cost.
- In order to purchase part-time teaching, a teacher must have worked a minimum of two-fifths (2/5's) of a school year.
- Only service when the teacher worked and did not contribute is eligible for purchase. Any remaining portion of a school year the teacher did not work and did not contribute cannot be purchased.

A school day shall be defined as the minimum number of hours required by the Regulations of the Board of Education (5 ½ hours).

Employees First Name

Employees MI

Employees Last Name

I hereby certify the above information to be true and correct based upon our official records.

Signature

Date of Signature (mm/dd/vvvv)

Print Name

Title

Return the completed form to the address below. Incomplete or inaccurate forms will not be processed:

**Employees' Retirement System of Rhode Island** 50 Service Avenue, 2nd Floor

Warwick, RI 02886-1021

Office: (401) 462-7600 | Fax: (401) 462-7691 | Email: ersri@ersri.org | Website: www.ersri.org