

**Southington Public Schools**

**LONGEVITY PAYMENT**

**TO BE COMPLETED BY A TEACHER**

**ONLY**

**IF THE TOTAL YEARS OF SERVICE HAVE**

**NOT BEEN**

**CONTINUOUS AND/OR INCLUDE YEARS OF SERVICE OUTSIDE OF SOUTHINGTON.**

Longevity payments are forthcoming through *Appendix C* of union contract for teachers who were **hired prior to July 1, 2000** and currently **completing their twentieth or twenty-fifth** **year** of teaching service. **NOTE:** Teaching service from other school districts, including service out-of-state, counts toward total years of service. Verification of teaching service out-of-district and breaks in service is required.

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| --- | --- |
| Date: |  |
| To: | Michelle Passamano, Human Resource Manager |
| From (teacher): |  |
| Current Assignment: |  |
| Current Location (school): |  |

Upon completion of the       school year, I will have completed  20-years  25-years

of teaching in a position where a State Department of Education or the United States Department of Education requires a teaching certificate.

To verify years of service outside of Southington, enclosed is a copy of:

My most recent Connecticut Teachers Retirement Statement.

Out-of-State documentation of public school teaching service.

Documentation of any other teaching service where a teaching certification issued by a State Department of Education or the United States Department of Education was necessary.

**To activate this payment, send the included form, along with the appropriate documentation, to the human resource office by June 1.**