



Application for Benefits-Eligible Credit for Prior Temporary Employment at MIT For MIT Employees Hired Under the Basic Retirement Plan Effective July 2, 2012

The MIT benefits program includes a defined benefit pension plan (the Basic Retirement Plan). You must meet the Basic Retirement Plan one-year and three-year benefits-eligible service requirements to qualify for, and be vested in, plan benefits. Information about the Basic Retirement Plan and the benefit it provides you can be found on the MIT Benefits website at <https://hr.mit.edu/benefits/retirement/pension>.

In general, if you worked at MIT as a temporary employee, and meet all of the criteria below, some of that temporary employment service may count towards meeting the Basic Retirement Plan benefits-eligible service requirements.

- You worked as a temporary employee at MIT through a temporary agency or a leased employment agreement
- Temporary employment at MIT was at least one full calendar year, with no breaks
- Temporary employment at MIT included a normal work week of at least twenty hours
- Your temporary employment at MIT immediately transitioned to a benefit-eligible position at MIT, with no breaks

If your prior temporary employment at MIT qualifies and is approved by MIT, you may be closer to meeting the Basic Retirement Plan benefits-eligible service requirements. All applications for temporary employment benefit-eligible credit will be validated and reviewed by MIT Benefits. MIT reserves the right, at its discretion, to modify, change, or revoke any of the plans and administrative practices or policies at any time.

Instructions

If you would like to apply for prior temporary employment benefits-eligible credit, you must return the application form to MIT Benefits after your MIT date of hire (the date you became a benefit eligible MIT employee).

Please sign and return the completed application by email to benefits@mit.edu or by fax to 617-253-2694.

Please keep a copy of the completed form for your records. MIT Benefits will notify you by email after your application review is complete. Note: The review process may take up to ten weeks. Incomplete applications will be returned without review.



Application for Benefits-Eligible Credit for Prior Temporary Employment at MIT For MIT Employees Hired Under the Basic Retirement Plan Effective July 2, 2012

Employee Information

Employee Name: _____ MIT ID: _____

MIT Date of Hire: _____ MIT Email Address: _____

Phone number: _____

Prior Temporary Employment at MIT (complete all sections)

Name of Temporary Agency: _____

MIT Department, Lab or Center Name: _____

Temporary Agency Contact Information

Contact Name: _____

Telephone: _____ Email: _____

MIT Supervisor/manager (while temporary)

Name: _____

Telephone: _____ Email: _____

MIT Temporary Employment Dates (exact): _____ to _____

Normal contract/estimated hours per week: _____

Your Signature Required

By signing below, I affirm the information provided in this application is complete, true and accurate to the best of my knowledge. I understand MIT will contact my prior employer to verify the information I provided. This information is provided to the MIT Benefits Office solely to determine eligibility for benefits-eligible service credit under the Basic Retirement Plan. I understand this information will be kept strictly confidential.

Employee Signature

Date

Please sign and return the completed application by email to benefits@mit.edu or by fax to 617-253-2694.

FOR MIT USE ONLY – Basic Retirement Plan Temporary Employment Service Credit Status v20200312

_____ Approved _____ years of benefits-eligible service credit. (minimum one, maximum three)

_____ Ineligible. Reason: _____

_____ Incomplete. Reason: _____

MIT Benefits Reviewer: _____ Date: _____

MIT Retirement Reviewer: _____ Date: _____

Dates – Application received: _____ Agency: _____ PensionConnect: _____ EE: _____