

**DID
YOU
KNOW?**

Human Resources

Who to Contact for What...

Employee Benefits

GIC Health Insurance • Altus Dental • Flexible Spending • VOYA plans 457b and 403b • TDS plans 403b • and Boston Mutual: basic life, voluntary life, whole life & critical illness insurance

Any life changing events (ex: marriage, birth) and benefits related needs go through the Town of Marblehead

The Town of Marblehead Payroll and Benefits office should be contacted for **all** benefits questions and needs: 781-631-1706 or Kathy Carey: careyk@marblehead.org [Helpful Benefits Info Here](#) (also found on the [HR Page](#))

Retirement Questions

Licensed positions (teachers and licensed administrators): contact [MTRS](#)

All Other positions (tutors, paraprofessionals, custodians, food, clerks, non-licensed): contact Linda Gifford in the Town of Marblehead Retirement Office: 781-639-3418 or giffordl@marblehead.org

For VOYA and TDS programs: [Helpful Benefits Information Here](#)

Leave of Absence Needs

planned or unplanned • medical or personal • any absence longer than 5 days

- 1) Complete the [Leave of Absence Request Form](#) found on the [HR page](#), for any reason you might miss work for 5+ days
- 2) Michelle Cresta will contact you with any further steps needed

Payroll Questions

Pay checks • Pay dates • Tax withholdings • W2's • etc. contact payroll@marblehead.org

Pay rates and hours: contact Allison McMahon mcmahon.allison@marbleheadschoools.org

Employment Verifications

Contact Allison McMahon mcmahon.allison@marbleheadschoools.org

Letters of Suitability

Contact Lisa Dimier: dimier.lisa@marbleheadschoools.org

Name Changes and/or Address Changes

[HR Page](#) click "Name Change" or click "address change" For both: complete for each

Frontline Needs and Personal Days before/after breaks/holidays

Contact Allison McMahon for all Frontline Questions: mcmahon.allison@marbleheadschoools.org

For Personal Day Request before/after a holiday or break: email buckey.john@marbleheadschoools.org for approval and copy BOTH your Principal/Director and mcmahon.allison@marbleheadschoools.org

Lane Changes and Licensing

[District Forms](#) All Lane and License questions: contact Lisa Dimier: dimier.lisa@marbleheadschoools.org

Student Interns, Fellows, Contractors, and Parent Volunteers

[Contractors/Fellows/Interns-Requests](#) – Lisa Dimier will then contact you with next steps

[Volunteering with Marblehead Pubic Schools](#) – Lisa Dimier will then contact you with next steps

Tuition Reimbursement

[District Forms](#) Submit to your Principal and murphy.nan@marbleheadschoools.org

Accident/Injury at Work

Contact your school nurse – Allison McMahon or Michelle Cresta will follow up with any additional steps if needed

Unit Contracts • MPS Policy Manual • Calendar • District Forms

[Unit Contracts](#) • [MPS Policy Manual](#) • [School Calendar](#) • [District Forms](#)