



## BURLINGTON EMPLOYEES' RETIREMENT SYSTEM

James T. Strouse  
Chairman of the Board

Marina Ushakova  
Retirement Administrator  
802-865-7097  
802-865-7142 (TTY)

### Instructions for New Employees Retirement System

The City maintains its own retirement pension plan, which is available to eligible non-teaching Burlington Schools employees. To be eligible, an employee must be regularly scheduled to work not less than 1200 hours per year. Please call Human Resources, 864-2159, to check if you are eligible.

There are three documents required to enroll you in the plan, which are explained below. Once we have determined that you have met the qualifications and the three documents have been received, you will be sent additional information.

1. Membership Application - May be obtained from Human Resources, your payroll officer, or by contacting Marina Ushakova, Retirement Administrator, Room 15, City Hall, 865-7097.
2. Proof of Date of Birth - A copy of your birth certificate or a copy of your valid Vermont Driver's license is required.
3. Copy of your Employment Physical Exam - Any person hired as a regular employee of the City must be certified as medically qualified to perform the functions of the job. A medical examination is required and will be provided by one of the City Medical Examiners. The City requires that all new employees be examined during the first four (4) weeks of their employment, except Police Officers and Firefighters who must be examined before commencing work. If you have a particular medical problem that you feel may be relevant to your ability to perform your new job, you should arrange with your personal physician to have your records on-hand at the time of your examination. If a Medical Examiner feels a second opinion is necessary, you may be asked to see a second Medical Examiner or possibly a specialist.

Frank J. Landry, M.D.  
Appletree Bay Medical Center  
1205 North Avenue  
Burlington, VT 05401  
Phone: 863-1313 (ask for M.J.)

Dr. Tim Fitzgerald, D.O.  
Champlain Valley Urgent Care  
7 Fayette Road  
South Burlington, VT 05403  
Phone: 865-3655  
Fax: 865-3626

❖ **BE SURE TO INDICATE THAT YOU ARE EMPLOYED BY THE BURLINGTON SCHOOL DISTRICT** ❖

The Retirement Office will automatically receive a copy of your exam results.