

Hampden-Wilbraham Regional School District

**Administrative Assistant
Request for Longevity Payment**

Effective on July 1, 2018, employees who have fifteen years of service to the school district shall receive a longevity stipend of four hundred and fifty dollars (\$450) per year. Employees who have twenty years of service to the school district shall receive a longevity stipend of six hundred and fifty dollars (\$650) per year. Employees who have twenty-five years of service shall receive a longevity stipend of eight hundred and fifty dollars (\$850).

Please complete this form to document eligibility for this benefit.

Years as an administrative assistant in the Hampden-Wilbraham Regional School District _____

Date(s) of Employment in the Hampden-Wilbraham Regional School District:

_____ to _____

Name (Please print)

Signature

Date