

THE SALMOND SCHOOL

Town of Hanover Payroll & Benefits Office

Located at:

188 Broadway
Hanover, MA 02339

Office Hours:

Monday through Friday
8:00am – 5:00pm

The incorporation of the new Payroll/Benefits Office for the Town of Hanover is proud to offer assistance for all Municipal and School Department employees. This centralized office is located at 188 Broadway where all employees can come to discuss:

- New Hire paperwork and Change of position protocols
- Health insurance questions, changes, and cancellations
- Dental Insurance options
- Retirement questions and Buy Back information
- Tax withholding questions
- Life insurance options
- Flexible Spending Benefits
- Name and address changes
- 403B and 457 Retirement contribution options
- Payroll questions
- FMLA questions
- Workers Compensation Information
- Wellness Information
- Employee Assistance Program Information
- and so much more!

Value of Consolidated Office

- All Town of Hanover employees have the luxury of stopping in this office for any type of question or help they may need. Our employees are here to offer friendly, professional, knowledgeable, and confidential services. Previously, School employees had to stop at the school department for certain questions, only to find out they needed to go to Town Hall for the information and vice versa. Now, they are free to stop in our office (which offers extended hours) for any type of question or assistance they may need, including benefit information, retirement planning or any other HR/Personnel issue they may have.
 - All Municipal and School departments can send their current employees or recommended new hires to this office for all of their needs. Employees can complete all of their paperwork at the office and have professional guidance on site to answer their questions. CORI's can also be completed here as well.
 - We are happy to announce that the office has its own webpage on the Town of Hanover website. This is still being finalized, but will offer a multitude of information for current and prospective employees. Please visit <http://www.hanover-ma.gov/payrollbenefits-office> to learn what the office has to offer.
- * The feedback we have received from the employees has been tremendous. Employees are very comfortable knowing where they have to go for whatever questions they may have and that someone will be here to help them.

1. Hiring Process

- Available Positions are posted for School and/or Town Departments (School Spring, Internal, Newspaper, etc.)
- Applications are reviewed and Department Heads conduct interviews
- Position is offered to desired candidate
- New Hire appointment information is sent to Payroll/Benefits Office



2. New Hire Paperwork Process

- Benefits Coordinator sets up an appointment with New Hire
- New Hire completes required documents including CORI
- Benefits information is reviewed with employee



3a. New Employee Training Process - Municipal Departments

- Training and Probationary Period begins



3b. New Employee Training Process - School Department

- Training and Probationary Period begins and vary by role
- Teachers take part in a New Teacher Orientation
- Teachers begin a mentor program
- Teachers enter into formal evaluation cycle

HR/Benefits Office Contact Information

Below please find information on the employees located in this office, along with contact information.



- * Lisa Keefe, Payroll & Benefits Supervisor
781-878-0786 x14
lkeefe@hanoverschools.org
- * Audrey Barresi, Benefits Administrative Assistant
781-878-0786 x23
Audrey.barresi@hanover-ma.gov
- * Lisa Feeney, Payroll Assistant
781-878-0786 x18
lfeeney@hanoverschools.org