



**Marion County Board of Education**

Scott Reider  
Treasurer

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**TO:** All New Employees  
**FROM:** Scott Reider, Treasurer  
**SUBJECT:** Retirement Enrollment

Effective July 2016, all new employees must be enrolled in the New Teacher's Defined Contribution Retirement System. There are several forms that must be completed and your signature witnessed, therefore, we are **requiring** that you enroll, in person, in the Retirement Office with Michelle Toothman.

Our Office hours are 9 am to 4 pm Monday through Friday. Please make an appointment by calling 304-367-2118.

SR/mt