



**BOSTON PUBLIC SCHOOLS**  
**OFFICE OF HUMAN RESOURCES**

**Career Transition  
Resource Guide**

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# Resources for Career Transition

Boston Public Schools and the City of Boston are providing an array of services and resources to support employees who are making career transitions. This *BPS Career Transition Resource Guide* is a directory with information on what is available to transitioning employees within the Boston Public Schools.

## ***Career Transition Workshops***

A BPS sponsored workshop that will train and develop employees with the skills needed to make successful career transitions. Visit the [BPS Career Transition Website](#) for Workshop schedule.

## ***BPS Career Transition Website***

Website with information and links to web-based resources related to career transitions.

## ***One Stop Career Centers***

Comprehensive career transition support through 37 **One Stop Career Centers** around the state, including 3 in Boston. These Centers provide information on jobs and skills training and assistance with resume writing, interviewing, and job search.

## ***Resources***

### **BPS Career Transition Website**

[www.bostonpublicschools.org/careertransition](http://www.bostonpublicschools.org/careertransition)

### **One Stop Career Centers in Boston**

- **Boston Career Link**

1010 Harrison Ave.  
Boston, MA 02119  
617.536.1888

[www.bostoncareerlink.org](http://www.bostoncareerlink.org)

- **Job Net**

210 South Street  
Boston, MA 02111  
617.338.2050

[www.jobnetboston.org](http://www.jobnetboston.org)

- **The Work Place**

29 Winter Street  
4<sup>th</sup> Floor  
Boston, MA 02108  
617.737.0093

[www.theworkplace.org](http://www.theworkplace.org)

# Checklist for Career Transition

There are many issues to consider once an employee is transitioning from BPS. This section covers the following topics related to ensuring a smooth transition:

1. **Job Training**
2. **Unemployment Insurance**
3. **Health Insurance**
4. **Life Insurance**
5. **Food Stamps**
6. **Employee Assistance**
7. **Retirement**
8. **Career Development**

## **Job Training**

The Mayor's Office of Jobs and Community Services offers job training programs for Boston residents. One Stop Job Centers provide assistance with job training for Massachusetts residents. (See the [BPS Career Transition Website](#) for a listing of centers.)

## **Unemployment Insurance**

Unemployment insurance provides benefits to Massachusetts workers who are unemployed through no fault of their own. It is a temporary income protection program for workers who have lost their jobs and who are able to work, available for work, and looking for employment. See the BPS Career Transition Website for a link to the *BPS Unemployment Resource Guide*, the pamphlet *How to File for Unemployment Insurance Benefits* and the *Unemployment Insurance FAQ*. Workers can file for Unemployment Insurance benefits by either :

- Calling the TeleClaim Center of the Division of Unemployment Assistance (DUA)
- Visiting one of the 35 Walk-in Service Centers of the DUA.

## **Resources**

### **Job Training**

#### **Mayor's Office of Jobs and Community Services**

43 Hawkins Street  
Boston, MA 02114  
617.918.5236

[www.cityofboston.gov/jcs](http://www.cityofboston.gov/jcs)

### **Unemployment Insurance**

TeleClaim Center

For area codes 351,413,  
508,774 and 978, dial

**1.877.626.6800**

For all other area codes,  
dial **617.626.6800**

### **BPS Career Transition Website**

[www.bostonpublicschools.org/careertransition](http://www.bostonpublicschools.org/careertransition)

# Checklist for Career Transition

## ***Health Insurance***

### **COBRA**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides for the temporary continuation of group health insurance for employees whose work hours are reduced or whose employment is terminated for reasons other than gross misconduct. The continuation is generally for 18 months. The cost of group health coverage for COBRA participants is more expensive since participants pay the full cost of premiums. BPS employees who are terminated or have their hours reduced will receive application information by mail regarding COBRA within two weeks after separation. Detailed information about COBRA will be available on the [BPS Career Transition Website](#). Questions regarding COBRA can be answered by the Health and Insurance Benefits Office at City Hall.

### **Medical Security Program**

Massachusetts residents who are receiving unemployment insurance may also be eligible for assistance with their COBRA payments for their health insurance. The Medical Security Program (MSP) of the Division of Unemployment Assistance provides partial reimbursement for insurance premiums. The amount of the reimbursement depends on the eligible person's income and family size. A link to the flyer and application for MSP will be available on the [BPS Career Transition Website](#).

## ***Resources***

### **COBRA**

#### **Health and Insurance Benefits Office**

Boston City Hall  
617.635.4570

#### **U.S Department of Labor**

Employee Benefits  
Security Administration  
1.866.4443272

[www.dol.gov](http://www.dol.gov)

#### **Medical Security Program**

1.800.908.8801

[www.mass.gov/eolwd](http://www.mass.gov/eolwd)

# Checklist for Career Transition

## **Life Insurance**

Basic life insurance through the City of Boston ends approximately one month after termination of employment and cannot be continued. Questions regarding basic life insurance can be answered by the Health and Benefits Office at City Hall.

## **Food Stamps Benefits Program**

Transitional assistance with food may be available, depending on income, household size, and expenses. The Massachusetts Department of Transitional Assistance (DTA) administers the Food Stamps Benefits Program. A link to the application for Food Stamps will be available on the [BPS Career Transition Website](#). On-line applications can be submitted directly to DTA at [www.mass.gov/dta](http://www.mass.gov/dta). Project Bread provides assistance with applying for Food Stamps through its FoodSource Hotline.

## **Employee Assistance Program**

Employees or their immediate families who are experiencing personal problems such as stress, grief, depression, or alcohol/drug dependence can receive assistance from the Employee Assistance Program (EAP). The program is free and confidential and sponsored by the City of Boston. EAP is available by telephone on weekdays from 7:00 am to 5:00 pm. In addition, after hours crisis assistance is available.

## **Resources**

### Life Insurance

**Health and Insurance  
Benefits Office**  
Boston City Hall  
617.635.4570

### Food Stamps

Department of Transitional  
Assistance (DTA)  
1.866.950.food  
[www.mass.gov/dta](http://www.mass.gov/dta)

Project Bread  
FoodSource Hotline  
1.800.645.8333

### Employee Assistance

Weekdays: 617.635.2200  
After Hours: 617.635.4500

# Checklist for Career Transition

## **Retirement**

A member of the retirement system has options regarding retirement or refund of retirement contributions. Eligibility for retirement and the retirement benefit are determined by age and creditable service. Information on the retirement system is available from the Boston Retirement Board located at City Hall in Room 816 or from the website of the Retirement Board at [www.cityofboston.gov/retirement](http://www.cityofboston.gov/retirement). The website links to a retirement calculator to project retirement benefits. The hours for the Retirement Board weekdays are 8:00 am to 5:00 pm.

## **Resources**

### **Boston Retirement Board**

Boston City Hall  
Room 816

617.635.4305

[www.cityofboston.gov/retirement](http://www.cityofboston.gov/retirement)

# Planning for Career Transition - Internal Resources-

Extensive training, support, and resources are available at the Boston Public Schools to prepare an employee with their transition. The following Workshop is provided to transitioning BPS employees for free.

## ***Career Transition Workshop***

BPS is sponsoring workshops that will provide career development strategies for employees in transition. It is highly recommended that impacted employees attend this workshop to assist them with their transition. The program will cover:

- Discovery and Assessment
- Resume & Cover Letter Development
- Self-Marketing Strategies
- Strategies of Approach
- Job Interview Skills
- Stress Management

Articles on the following career development strategies can be found on the BPS Career Transition Website:

- ✓ Planning Career Transitions
- ✓ Writing resumes and cover letters
- ✓ Job Search Strategies
- ✓ Job interviewing

## ***Resources***

### **Workshops**

#### **BPS Career Transition Workshop**

[www.bostonpublicschools.org/careertransition.](http://www.bostonpublicschools.org/careertransition)

# Planning for Career Transition

## -External Resources-

A wide array of information and external support is available to help with planning career transitions. Much of the information and support can be accessed for free.

✓ **Visit the U.S. Department of Labor's Worker Reemployment website called CareerOneStop at [www.careeronestop.org](http://www.careeronestop.org).** The website has a comprehensive array of links to career development and employment websites.

✓ **Browse other websites with comprehensive information about career development and transitions.** A few of the websites that offer free information about careers, advice and strategies on managing career transitions are:

- [www.JobHuntersBible.com](http://www.JobHuntersBible.com)
- [www.Monster.com](http://www.Monster.com)
- [www.jobstar.org](http://www.jobstar.org)

✓ **Scan books with comprehensive information on career transitions.** Two popular books that are widely available in libraries and bookstores are:

- *What Color Is Your Parachute* by Richard Bolles
- *Knock 'Em Dead: The Ultimate Job Search Guide* by Martin Yate

### **Resources**

#### **Websites**

[www.careeronestop.org](http://www.careeronestop.org)  
[www.JobHuntersBible.co](http://www.JobHuntersBible.co)  
[www.Monster.com](http://www.Monster.com)  
[www.DOL.gov](http://www.DOL.gov)  
[www.jobstar.org](http://www.jobstar.org)

#### **Books**

***What Color Is Your Parachute*** by Richard Bolles

***Knock 'Em Dead: The Ultimate Job Search Guide*** by Martin Yate

# Planning for Career Transition

## -External Resources-

### Job Search Websites – Local and State

**BostonJobs.com**

[www.BostonJobs.com](http://www.BostonJobs.com)

**Employment Guide.com**

<http://oston.employmentguide.com>

**Craigs List -Boston**

<http://boston.craigslist.org>

**Executive Office of Labor and Workforce Development**

**Massachusetts Jobs Bank**

<https://web.detma.org/Jobseeker>

### Job Search Websites – National

**U. S. Department of Labor’s Worker Reemployment CareerOneStop**

[www.careeronestop.org](http://www.careeronestop.org)

**Monster.com**

[www.Monster.com](http://www.Monster.com)

**CareerBuilder.com**

[www.CareerBuilder.com](http://www.CareerBuilder.com)

### Resources

#### Websites

[www.BostonJobs.com](http://www.BostonJobs.com)

<http://boston.employmentguide.com>

<http://boston.craigslist.org>

<https://web.detma.org/Jobseeker>

[www.careeronestop.org](http://www.careeronestop.org)

[www.Monster.com](http://www.Monster.com)

[www.CareerBuilder.com](http://www.CareerBuilder.com)