



## **FULL-TIME EMPLOYEE BENEFIT PACKAGE**

### **What is the definition of a full-time employee?**

A full-time employee continuously works 30 hours or more per week as documented by contract or notice of assignment.

### **MEDICAL COVERAGE**

#### **When will my coverage begin?**

Coverage begins the first day of the month following your first 30-days of employment.

#### **Who is covered and at what cost?**

If you select “Single” coverage, the district currently covers 100% of the premium. If you select “Dependant” coverage, the district currently pays a portion of the premium.

#### **Can I add my spouse and/or children to the policy later if I choose to do so?**

Dependents can only be added to your policy during Open Enrollment, unless they were to lose their current coverage (due to loss of a job, cut back in hours, etc.). In that case, they would be able to be added immediately.

#### **Can I drop my dependent coverage later if I choose to do so?**

Yes, dependent coverage can be dropped at any time.

#### **What is a High Deductible Health Plan (HDHP)?**

This type of plan establishes a deductible amount that must be met first before traditional health coverage begins.

#### **How do I decide between an HDHP and a Standard plan?**

The decision to go with an HDHP or a standard plan is entirely up to each individual and will often depend on personal preference and/or individual medical situations.

### **DENTAL COVERAGE**

#### **When does my coverage begin?**

Dental coverage begins at the same time as your medical coverage.

#### **Which dentists can I choose from?**

You may go to any dentist you choose. You do receive greater benefits when you use a Preferred Provider (PPO.)

#### **What does the plan cover?**

Preventative Care (cleanings) - 100% coverage (PPO)  
Basic Care (fillings, root canals) - 90% coverage (PPO)  
Major Care (dentures, crowns) - 50% coverage  
Ortho (children)

### **What out-of-pocket costs will I incur when I go to the dentist?**

There is a \$50 deductible for single coverage and \$100 deductible for family coverage for each calendar year. Coverage is subject to a limit of \$2,000 per calendar year.

## VISION COVERAGE

### **When will my coverage begin?**

Vision coverage begins at the same time as your medical coverage.

### **Which Vision Care providers can I go to?**

You must visit a doctor within the VSP plan group in order to receive the highest level of benefits.

### **What if I choose to visit a doctor outside the network?**

You will still be covered, but at a much higher “out-of-pocket” rate.

### **What does the plan cover?**

You are eligible for an eye examination and a pair of eyeglass lenses or contact lenses every 12 months. Frames may be purchased every 24 months.

## FLEXIBLE SPENDING ACCOUNT (FSA) AND HEALTH SAVINGS ACCOUNT (HSA)

### **What is a Flexible Spending Account?**

A Flexible Spending Account (FSA) sometimes referred to as a Cafeteria Plan is a pre-tax savings account that can be used for eligible out-of-pocket health and dependent care costs.

### **What is a Health Savings Account (HSA)?**

It is an individual bank account set up to pay for future medical expenses with pre-tax dollars. The money remains the property of the individual. A person cannot have an HSA and an FSA at the same time.

### **What does Pre-Tax mean?**

The money that is deducted from your paycheck each period is taken out before your payroll taxes are figured. This lowers your taxable income amount; lessening the amount of taxes you are paying on your gross income.

### **How do I use an FSA account?**

You will need to decide how much your family will spend on health and/or dependent care for the year. Starting with your first paycheck after your eligibility date, you will see your pre-determined amount of money come out of your paycheck on a pre-tax basis. For example, if you chose to use \$3,000 in the year, each pay period \$115.38 will be deducted from your check. Between 7/1 and 6/30, most out-of-pocket expenses can be submitted by FAX for reimbursement. The expense has to be an eligible expense such as office visit co-pays, prescriptions or a licensed daycare facility.

### **Is there a limit for my Flexible Spending Plan (pre-tax dollars) contribution amount?**

Health Care Flexible Spending Account – determined annually by the IRS.

Dependent Care Flexible Spending Account \$5,000/year/employee

### **Can I stop my FSA deduction?**

Only if there is a qualifying event such as marriage or a new baby. Contact a human resource representative for more information regarding qualifying events or any other questions about this benefit.

## RETIREMENT PLAN

### **What will my contribution to my retirement plan be?**

The district does not withhold Social Security tax, so you will automatically be contributing a percentage of your gross earnings (pre-tax) to your Public Employees’ Retirement Association (PERA) account in lieu of Social Security.

**Does the district contribute to my retirement plan?**

The district is required to contribute a stipulated percentage. The employer’s portion increases annually.

**What if I want to contribute more than the required percentage to my retirement plan?**

You have the option of contributing to a 401(k) with PERA. The district does not match funds in this account.

**When can I begin contributing to my retirement plan?**

Immediately!

LIFE INSURANCE

**Who is covered and at what amount?**

As a full-time employee, the district pays for your coverage at 1X your annual salary up to \$150,000. Any life insurance amount over \$50,000 is taxable according to the IRS.

VOLUNTARY TERM LIFE INSURANCE

**Who is eligible to participate?**

All full-time employees

**ADDITIONAL BENEFITS**

PAID TIME OFF

**How many discretionary days will I be granted as a full-time employee?**

Time off allotted to for sick leave or other personal needs that may arise

<u>Days Worked per School Yr</u>	<u># Discretionary Days</u>
Less than 170	Days are pro-rated
170-195	10
196-239	11
240-260	12

**How many paid vacation days do I get as an employee?**

Vacation time may be granted to classified personnel and administrators who work 260 days per year. An employee working in any other position other than a 12-month position does not receive vacation days. 260-day employees also receive 3 floating holidays per year. These days are on a use it or lose it basis.

- 1 to 5 Years of Service = 80 hours of vacation (10 days)
- 5 to 10 Years of Service = 120 hours (15 days)
- 10 to 20 Years of Service = 160 hours (20 days)
- 21 or more Years of Service = 200 hours (25 days)

**How many paid holidays do I receive as an employee of the district?**

Any regular employee who works 201 days or more receives 11 paid holidays per year.

- New Year’s Eve and New Year’s Day
- MLK Jr. Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve and Christmas Day

### **INTEREST-FREE EDUCATIONAL LOAN**

The district's interest-free loan is to help all employees work towards advanced degrees and/or additional endorsements, or certifications.

- Loans are limited to \$1,000
- Repayment is through payroll deduction
- Full payment is due upon termination of employment
- Payment is sent directly to the institution

### **SICK LEAVE BANK**

The purpose of Sick Leave Bank is to protect employees from the devastating effects of a long-term illness or injury. It is not designed to replace the individual "sick leave savings" accumulated by an employee. Membership is voluntary. A donation of the number days to the bank in accordance with the policy is required.

### **DISCRETIONARY DAYS BUY BACK**

Employees who are eligible to sell back the current year's sick and personal leave days shall receive payment on the paycheck in the month following completion of employee's contract or notice of assignment.

### **BEREAVEMENT**

If death occurs among members of the employee's immediate family or household, the employee may be granted up to 5 days of leave, which will not be charged to sick, personal or vacation leave. For the purpose of this policy, the term "immediate family" is defined as wife, husband, son, daughter, father, mother, sister, brother, grandmother, grandfather and respective in-laws. Also included are individuals who have stood in their stead. In addition to the leaves set forth above, two (2) additional leave days may be taken if needed, but such leave shall be charged against vacation, sick or personal leave, or be leave without pay. In all cases, the superintendent shall decide whether or not bereavement leave shall be extended based on the information provided.

### **DISCOUNT FOR EMPLOYEES**

Employees with students within the district can receive a 25% discount on child-care, athletic fees, and academic fees per child.

\*\*These benefits are subject to change at any time.

If you have questions regarding benefits, please contact the Human Resources  
Department at 303-646-1832 or 303-646-1830