



BENEFIT	DESCRIPTION
Life Insurance	<p>Lincoln Financial</p> <ul style="list-style-type: none"> • Park pays 100% Life and AD&D coverage equal to 1-times annual salary
Short Term Disability	<ul style="list-style-type: none"> • Park pays the full cost of benefits for eligible employees • Coverage provides for 100% wage protection for first 90 days
Long-Term Disability	<p>Lincoln Financial</p> <ul style="list-style-type: none"> • Park pays 100% of the premium for eligible employees • Coverage provides for 60% wage protection after 90 days
403(b) Retirement Plan	<p>TIAA</p> <ul style="list-style-type: none"> • After two years of service at a qualifying educational institution, Park contributes 5% of annual salary to eligible employees' individual retirement plan • Park requires eligible employees to contribute 5% of salary to the plan • Employee contributions are processed via payroll reduction on a pre-tax basis
Group Supplemental Retirement Annuity Plan	<p>TIAA</p> <ul style="list-style-type: none"> • All employees over the age of 21 have the opportunity to set aside additional retirement savings • Employee contributions are processed via payroll reduction on a pre-tax basis
Workers' Compensation	<p>Independent School Compensation Corporation (ISCC)</p> <ul style="list-style-type: none"> • Park provides insurance coverage at no cost to the employee to protect employees who are injured or become ill while performing their jobs • Provides medical and additional benefits including wage loss protection • All work related injuries should be immediately reported
Vacation	<p>Faculty</p> <ul style="list-style-type: none"> • Faculty vacations correspond with those of the academic year • Summer vacation will commence after the final week of faculty meetings and will end prior to the beginning of faculty meetings in August <p>Staff and Administrators*</p> <ul style="list-style-type: none"> • Staff and Administrators who work at least 50% part-time receive vacation. Full-time staff and administrators earn 20 days of vacation annually, accrued at a rate of 1.67 days per month based on hire date • No accrual when out on paid or unpaid leave • Additionally, staff and administrators have one week of vacation during the winter and spring breaks <p>* Adjusted pro rata for part time staff employees</p>

*Unless otherwise noted, eligible employees are defined as those employees working at least half-time (50% FTE) or more. This document represents a summary of employee benefits sponsored by the School. More details are in the School's employee handbook.



THE PARK SCHOOL
BENEFIT SUMMARY for ELIGIBLE EMPLOYEES*

BENEFIT	DESCRIPTION
Personal Day Leave	<ul style="list-style-type: none">• Eligible employees can use up to one day of personal leave in any academic year for urgent, personal business.• When possible, employees are requested to seek approval from their supervisor or Head of School in advance.
Sick Leave	<ul style="list-style-type: none">• Employees receive twelve days of sick leave each year (adjusted pro rata for part time employees)• Sick leave benefits are designed to be used for minor illness, injury or medical necessity which temporarily prevents an employee from performing their duties, or in connection with medical emergencies involving the immediate family member of the employee• Sick leave benefits may be used for medical/dental appointments• Sick leave benefits carry over up to 30 accrued sick days.
Professional Development	<ul style="list-style-type: none">• Grants are awarded to employees to continue their education and professional growth for such activities as graduate study in one's field, conferences, and workshops.• Stipends are available to compensate employees for their time when they attend professional development on non-school days.• Up to \$1,500 towards a class at an accredited college or university that is taken for credit.
School Lunch	<ul style="list-style-type: none">• Lunch in the Dining Room is available to all employees free of charge Monday-Friday when school is in session.
Fitness Facility	<ul style="list-style-type: none">• Employees have access to a faculty fitness room for use outside of the school day, including weekends.
Childcare on Professional Days	<ul style="list-style-type: none">• Childcare for school-age children (4+ years old) is provided on professional days when employees are expected to work and school is not in session during the academic year. Childcare is not provided during the summer months.
Auxiliary Program Discount	<ul style="list-style-type: none">• Employees receive a 50% discount towards After-School Program, Summer at Park, and Creative Arts at Park.
Computer Loan Program	<ul style="list-style-type: none">• Employees are provided with the technology equipment they need to complete their work (all faculty receive a Macbook laptop).• In addition, employees may purchase a personal laptop or device (up to \$2,000), be reimbursed by the School, and pay for the computer over a series of months interest-free (up to 24 months).
COBRA Benefits	<ul style="list-style-type: none">• Eligible employees who leave Park (for any reason) have the option of continuing their medical and dental coverage at the School's group rates for a period up to 18 months, subject to all provisions of the COBRA health care continuation act.

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