

Employee Benefits Summary

- ◆ **Retirement System** – Anyone eligible to belong to the retirement system must pay into the retirement system.
- ◆ **Health Benefits** – Anyone working *at least* half-time has full coverage for medical, dental, and vision for self and spouse and children (may include employee contribution). Anyone working less than half-time is not covered. If employment starts on the first working day of the month then the employee will be covered for that month. If employment starts any other working day of the month, then health coverage starts the first working day of the following month. Health coverage ends the last day of the month in which termination takes place. (Employees not employed during the summer months are covered provided they are returning in the fall.)
- ◆ **Section 125** – A Section 125 plan has been implemented to assist employees in possibly saving some funds by having their medical premium deducted on a pre-tax basis. In addition, the employee has the ability to have pre-tax deductions made for Dependent Care and Medical Reimbursement.
- ◆ **Annual (Vacation) Leave**
 - Full-time **exempt** staff earn two days per month. Less than full-time earns leave on a pro rata basis.
 - Full-time **non-exempt** staff start earning one day per month up to two days per month depending on length of service. Less than full-time earns leave on a pro rata basis.
 - Calendar Day employees earn two personal days per year.
- ◆ **Sick Leave** – One day per month is earned for full-time employment. Less than full-time earns leave on a pro rata basis. (Sick leave can be used for the illnesses of a family member as defined in Leave Policy – Temporary Disability, #6300.)
- ◆ **Floating Holiday** – Staff who accrue vacation time receive a floating holiday.
- ◆ **Employee Assistant Program** – An Employee Assistance Program is available to all staff.
- ◆ **Holidays** – All major holidays are observed:
 - New Year's Day – January 1
 - Martin Luther King Day – 3rd Monday of January
 - Presidents' Day – 3rd Monday of February
 - Memorial Day – Last Monday of May
 - Independence Day – July 4
 - Labor Day – 1st Monday of September
 - Veterans' Day – November 11
 - Thanksgiving Day – 4th Thursday of November
 - Day After Thanksgiving – 4th Friday of November
 - Christmas Eve – December 24
 - Christmas Day – December 25
 - New Year's Eve – December 31
- ◆ **Automatic Payroll Deposit**
- ◆ **Deferred Compensation and Tax Sheltered Annuities** – Available to all staff.