



Friends School of Baltimore 2024 SUMMARY OF BENEFITS

Summary of Benefits Available to Full-Time Employees: *(Employees must work a minimum of 30 hours per week to be considered a full-time employee.)*

- **Medical Insurance** - Three Cigna plans are available to include: a qualified high deductible health plan, HMO and PPO option. In addition, Friends School offers the Kaiser Permanente Signature HMO.
- **Dental Insurance** – Two dental plans are available through Cigna and one Dominion Dental option.
- **Vision Insurance** – One vision plan is available through VSP.
- **Life/AD&D Insurance** - Two times salary, premium for first \$50,000 paid by Friends School. *Full-time employees are required to enroll in this benefit.*
- **Voluntary Group Life Insurance** – Additional life coverage available for employees, as well as coverage may also be purchased for spouse and child(ren).
- **Short-Term Disability** – Provides income replacement in the event of a disability. Friends School covers the cost associated with this benefit.
- **Long-Term Disability** – Provides income replacement in the event of a disability that extends beyond 90 days. *Full-time employees are required to enroll in this benefit.*
- **Employee Assistance Program** – Available to employees and their immediate family members.
- **Flexible Spending Accounts** – Available for both medical and dependent care.
- **403(b) Retirement Plan** – There is no waiting period to enroll in the plan. Traditional contributions and/or Roth contributions available. Employees projected to work 800 hours or more per year may participate in the plan. Friends School provides a match with immediate vesting for employees who are projected to work 1,000 hours per year.
- **Legal Assistance** – Legal services plan available through Legal Resources.
- **Professional Study/Tuition** – Provide partially paid professional study beyond undergraduate degree. *(Non-teaching employees must be in a 12-month position and work 40 hours per week.)*
- **Computer and Cell Phone Purchasing Policy** – Provides interest-free computer or cell phone loan.
- **Vacation Leave** – Available for 12-month employees.
- **Personal Leave** – Two days may be taken per year.
- **Sick Leave** – Up to ten days per year. Carryover up to eight unused days per year permitted.
- **Paid Holidays** – Generous holiday schedule.
- **Summer Grants** – Provides a focused, enriching experience for employees engaged in long-term teaching and/or administrative careers.
- **Tuition Remission** – Provides a 40% reduction in tuition fees. *(Non-teaching employees must be in a 12-month position and work 40 hours per week.)*
- **Credit Union** – First Financial Federal Credit Union.
- Convenient payroll deductions are available for tuition payments.
- Priority enrollment in Little Friends and a reduced tuition rate.

Summary of Benefits Available to Part-Time Employees:

- **Dental Insurance** – Two dental plans available through Cigna and one Dominion Dental option is available.
- **Vision Insurance** – One vision plan available through VSP.
- **Flexible Spending Accounts** – Available for dependent care.
- **403(b) Unmatched Retirement Plan** – Traditional contributions and/or Roth contributions available. Must be projected to work 800 per year to enroll, immediate eligibility.
- **Legal Assistance** – Legal services plan available through Legal Resources.



- **Sick Leave** – Available on a pro-rated basis.
- **Paid Holidays** – Generous holiday schedule.
- **Credit Union** – First Financial Federal Credit Union.
- Convenient payroll deductions are available for tuition payments.
- Priority enrollment in Little Friends and a reduced tuition rate.

Summary of Benefits Available to Casual Employees:

Casual employees include, but are not limited to: substitutes, coaches, private music teachers, security/traffic officers, extended day and summer camp staff.

- **Credit Union** – First Financial Federal Credit Union.
- **ESS (Earned Sick and Safe Leave)** – for employees regularly scheduled to work 12 or more hours per week.

For detailed information, please contact Christina Clash, Director of HR

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As part of our Wellness Initiative, we established a Corporate Membership with the Y in Central Maryland. ALL Friends School employees are eligible to take advantage of a discounted membership rate as long as we continue to maintain 25 membership units in good standing.

In addition, Friends School employees are welcome to participate in on campus Wellness Initiatives to include but not limited to yoga classes, flu shots, and OneDigital financial wellness offerings. In addition, after signing a consent form, employees are welcome to access to our on-site Fitness Center.

This is a general summary. In the event of a discrepancy between this summary document and the plan contract, the plan contract will govern. (Benefits are subject to change.)

Revised: 12/19/2023