



STUART HALL SCHOOL

Summary of Benefits for Full-Time Employees

Medical Insurance

The School offers six different health insurance plans through Anthem, all of which include vision coverage. Three of the offered plans are PPO plans, and the other three are Consumer Directed Health Plans (also known as High Deductible Plans). The School contributes \$600 monthly towards the premium for each eligible employee. Employees may add dependents to their insurance plan. Employees' portion of insurance premiums are paid through payroll deduction.

Dental Insurance

Employees may select one of three dental plans offered through Delta Dental. Employees pay 100% of their dental premiums which are paid through payroll deduction.

Retirement Plan

The School offers participation in a 403(b) Defined Contribution Retirement Plan through TIAA. The School matches contributions made by employees based on years of service and employees' contribution amounts as follows:

- 2nd year through 9th year – Dollar for dollar match up to 5%
- 10th year+ - Two dollars matched for every dollar contributed up to 10%

There is a one-year waiting period for eligible employees to earn a retirement plan match unless employees have prior continuous employment with another 403(b) institution or an educational institution.

Short Term Disability Insurance

Short Term Disability Insurance is provided by the School for all full-time employees and provides partial income replacement for employees who have completed six (6) months of service and are unable to work due to medical reasons.

Long Term Disability Insurance

Long Term Disability Insurance is provided by the School at no cost to the employee. This benefit provides partial income replacement for full-time employees who are unable to work for more than 180 days due to illness or injury.

Life And Accidental Death & Dismemberment Insurance

Life and Accidental Death & Dismemberment Insurance are provided at no cost to employees. Coverage is equal to one times (1x) the employee's contract salary. Additional supplemental coverage for employees and their dependents is available to employees at their own expense.

Pre-Tax Savings Accounts

Employees may participate in pre-tax savings accounts through either a dependent care flexible spending account, a medical flexible spending account, or a health savings account, subject to IRS contribution limits.

Tuition Remission

Children of full-time employees with zero to five years of full-time employment may receive 50% tuition remission. The remission amount will increase by five percentage points each year beginning with the sixth year of full-time employment, up to a maximum of 80% tuition remission.

Leave Policies

Sick Leave

Full-time employees receive ten (10) paid sick days per fiscal year and may accumulate and carry forward any unused sick days to a maximum of sixty (60) days. Three of the ten sick days per fiscal year may be used for approved personal reasons. Part-time employees will receive and may accumulate and carry forward a pro-rated amount of sick days based on the employee's regularly scheduled work hours.

Vacation

Vacation days are available to Administrative and Staff employees based on their job classification and years of service.

Professional Development

The School is committed to supporting the professional growth of employees and will, with the approval of the employee's supervisor and the Head of School, cover costs associated with job-related courses, workshops, conferences, and professional associations.

Campus Housing

Stuart Hall School may provide an employee on-campus housing as a condition of employment and to support the School's residential life program.

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