

# Clerical Part Time: Benefits Summary

## Effective July 1, 2024

Part-time Clerical employees that work 20 or more hours a week are benefits eligible. More information can be found at [www.isd622.org/staff](http://www.isd622.org/staff) - HR - Benefits or in the 2024-2025 Benefit Guide.

Employees can view plan summaries and descriptions and elect benefits on-line at <http://isd622.smartben.net>.

Flexible spending elections are effective the first working contract day. Dental coverage is effective the first of the next month. Benefit elections must be made within 30 days of eligibility or during Annual Open Enrollment. Questions? Please contact the Benefits Office at (651) 748-7492 or [benefits@isd622.org](mailto:benefits@isd622.org).

## Dental Plan

- Delta Dental is the current provider
- District Contribution: \$64.37/month
- Employee Cost: \$41.93/month for either single or family coverage

## Flexible Spending Plan

- Allows use of pre-tax dollars for medical and/or dependent (day care) expenses
- Flexible spending plan year is from July 1 through June 30

### Employee Assistance Program (EAP)

Facing a work or life challenge? Looking for information or resources? ♦ Available 24/7/365 ♦ Confidential ♦ Free ♦ Telephone and/or face to face counseling sessions ♦ Available to employee and any family member ♦ 1-800-383-1908 ♦ [www.vitalworklife.com](http://www.vitalworklife.com)  
Username: isd622 Password: member

## Leave/Time off

- Holiday, sick, vacation and/or personal days available based on annual work hours, schedule and years of service.

## 403(b) or 457 Retirement

- Participation and vesting available immediately upon benefits eligibility
- For more information, please visit [www.isd622.org/staff](http://www.isd622.org/staff) - HR - Benefits or email the Benefits Office at [benefits@isd622.org](mailto:benefits@isd622.org).

## Pension Plan

- State mandated, automatic enrollment in Public Employee Retirement Association (PERA)

## Insurance Deductions

Premiums are paid before taxes and taken through a payroll deduction from each paycheck beginning October 15, 2024 through May 30, 2025 (16 paychecks). The payroll deduction amount is calculated by multiplying the months of coverage by the monthly premium divided by the number of paycheck remaining for insurance coverage.

*All benefits and deductions will be adjusted based on enrollment and eligibility*

