

2024 Employee Benefits

The following general comments concerning the various benefits and programs offered by the school are for introductory purposes only. If you are employed as a full-time employee of the school, the business office will provide you with detailed benefit plan descriptions and other necessary information. We are also eager to respond to further questions you may have about our benefits package. For more information, contact Human Resources at (423) 278-8506, ext. 258.

WORKERS' COMPENSATION INSURANCE

Workers' compensation covers employee injuries sustained in the performance of school duties. The insurance covers 100% of the injury related medical expenses in addition to weekly compensation for uncompensated time lost from work. The school pays 100% of the premium for this insurance and all employees are automatically covered.

LIFE INSURANCE

Term life insurance coverage is two times your annual base salary or wage rounded to the next highest thousand. All full-time employees are automatically covered and the school pays 100% of the premium. Optional limited dependent life insurance coverage is also available. The school does not participate in the cost of dependent life insurance coverage

VOLUNTARY LIFE INSURANCE

Baylor offers all full-time employees the opportunity to elect additional life insurance coverage for employees and their dependents. The school does not participate in the cost of voluntary life insurance coverage. Human resources can provide further information on the coverage available and the cost.

DISABILITY

Baylor's disability program provides continuing financial support to an employee who becomes totally disabled from most causes other than a work-related injury covered by workers' compensation. All full-time employees automatically become participants in our disability program, with the school covering 100% of the program's associated costs. The school's disability program is in two phases: short-term and long-term disability.

SHORT-TERM DISABILITY

The first six months of total disability is covered by Baylor's salary continuation policy. Under this policy, the disabled employee continues to receive normal base compensation for up to six months. If the duration of the disability exceeds six months, it becomes a long-term disability claim. NOTE: The school has contracted STD determination to UNUM.

LONG-TERM DISABILITY

Total disability in excess of six months is a long-term disability claim covered by an insurance policy. Benefits commence with the seventh month of total disability and are paid at 60% of the employee's base salary/wage (maximum of \$5,000 per month) reduced by any other applicable benefit offsets.

GROUP MEDICAL INSURANCE

Baylor offers full-time employees an HSA compatible medical plan through United Health Care. The school and the employee participant share the premium cost at 50% each. For 2024, employee cost is:

Single Coverage = \$269.49 per month
Employee/Spouse Coverage = \$565.52 per month
Employee/Child(ren) Coverage = \$492.86 per month
Family Coverage = \$817.14 per month

The Consolidated Omnibus Budget Reduction Act of 1985 (COBRA): Provides medical plan participants with certain options for continuation of coverage on themselves, their spouse and dependents in the event of layoff or termination of employment. In addition, more recent legislation allows for expansion of COBRA coverage in certain cases. The business office can provide details upon request.

BAYLOR HEALTH CENTER

The Baylor Health Center is conveniently located on campus and is available to employees and their families with an appointment. On-site medical visits, physical exams, some vaccinations, and dispensing of select prescription medications are all part of the services available.

WELLNESS PROGRAM – HEALTH REIMBURSEMENT ACCOUNT

Employees can earn \$800.00 annually (plus an additional \$800.00 for a spouse) in wellness credits to apply toward their medical deductible. Credits are awarded based on annual wellness reports provided by your doctor. Credit value is subject to change based on IRS rules and regulations.

DENTAL INSURANCE

Baylor also offers an optional dental insurance plan. The school contributes a portion of the premium. For 2024, employee costs are:

Single Coverage = \$39.65 per month
Family Coverage = \$125.93 per month
Employee/Child(ren) Coverage = \$65.53 per month
Employee/Spouse Coverage = \$81.84 per month

VISION INSURANCE

Baylor offers an option non-contributory vision plan. For 2024, premium costs are:

Single Coverage = \$5.75 per month
Employee/Spouse Coverage = \$11.29 per month
Employee/Child(ren) Coverage = \$11.84 per month
Family Coverage = \$16.81 per month

AFLAC PRODUCTS

Baylor offers an optional cancer insurance plan. The school does not currently participate in the cost of this program.

HEALTH SAVINGS ACCOUNT

Baylor has established a Health Savings Account plan through Health Equity. Employees participating in the United Health Care Medical Plan are encouraged to contribute to an HSA. Contributions may be made through payroll deduction on a pre-tax basis. IRS limits apply.

CAFETERIA PLAN

Section 125 of the Internal Revenue Code enables certain types of institutions, such as Baylor, to treat insurance premiums, unreimbursed medical costs and dependent care costs as a pre-tax deduction from pay rather than a post-tax deduction, thus saving both the federal income tax and social security tax that would otherwise apply.

PENSION PLAN

The school's pension plan is a 403(b) defined contribution plan through TIAA-CREF. The school contributes 5% of gross compensation on all participants. In addition, the school will match an optional contribution made by the participant of 3% (effective 7/1/97), bringing the total combined contribution to 11%. Although the school limits its matching to 3%, the participant does have the option of contributing more than the 3% as long as IRS limits are not exceeded. If interested in a higher contribution, ask the business office for information. A participant's contribution is pre-tax, meaning that gross pay for the pay period is reduced by the contribution prior to calculation of federal tax.

A one-year waiting period will apply for participation in the school's pension plan unless the employee has been at a similar institution. Full-time employees do have the option of participating in the supplemental portion of the plan during the one year waiting period.

ANNUITY PLANS

Baylor has an optional 403(b) tax-deferred annuity program available through Lincoln National Life Insurance Co. It is a supplemental retirement program handled on a monthly payroll deduction basis. The amount withheld from payroll is a pre-tax withholding, meaning the gross compensation for the pay period is reduced by the annuity withholding prior to calculation of federal income tax. Baylor makes no contribution to this program.

CREDIT UNION

Membership in the Chattanooga Schools Area Federal Credit Union is an option available to all employees. The school allows payroll deduction as a means for members to make payments to the credit union.

PAYROLL CHECK DIRECT DEPOSIT

Payroll checks will be deposited directly to the employee's bank account with any local bank that is a member of the FDIC. In some cases, this option is also available for credit unions. Direct deposit is required for all full-time employees.

COMPUTER HARDWARE-SOFTWARE PURCHASE PLAN

To encourage computer hardware/software use and ownership by our full-time employees, Baylor has an interest-free loan program restricted to the purchase of computer hardware and software.

PAYROLL PAYMENT DATES

Baylor has a biweekly hourly payroll and a monthly salary payroll. Due to school breaks (Christmas, Spring, etc.), the school at times modifies payroll payment dates; however, generally, payroll payment dates for salary will be on the 25th of each month and on every other Friday for hourly employees.

TUITION REMISSION POLICY

Eligible and qualified children of all Baylor employees who gain admission to Baylor will receive a remission for 75% of the tuition (not including books, fees, and other related expenses). The family may apply for financial aid for assistance with the remaining 25% of tuition. The financial aid award will be based on the family's qualified level.