

Marshall School Employee Benefits Summary

Employees working 28 hours or more per week are considered full-time. These descriptions are not intended to completely describe all benefits. For a full description please contact the Business Office.

1. Group Health Insurance

Marshall School offers six health insurance options to all full-time employees and their immediate families. Marshall School currently pays 80% of the total cost of single premiums and 60% of the total cost of employee plus one and family premiums. Coverage renews on January 1 of each year. Eligible employees who elect to participate in one of the plans become participants in the plan on the first of the month following the effective date of employment.

2. Group Dental Insurance

Marshall School offers dental insurance to all full-time employees and their immediate families. Coverage renews on January 1 of each year. Eligible employees who elect to participate in dental insurance become participants in the plan on the first of the month following the effective date of employment.

3. Life Insurance

All full-time employees are covered by term life insurance equal to their annual salary with minimum coverage of \$50,000 and maximum coverage of \$150,000. Specific eligibility for benefits is governed by the terms of the policy, a copy of which is available in the Business Office. Marshall School pays 100% of the premium under this policy.

4. Long Term Disability

All full-time employees are covered by long term disability insurance. Eligibility for benefits is governed by the terms of the policy, a copy of which is available in the Business Office. Marshall School pays 100% of the premium under this policy.

5. Retirement

All employees working more than 1000 hours/year (.5 FTE) are eligible to participate in the retirement benefit program. The 403(b) savings plan allows you to elect the percentage of your salary you want to contribute to the plan and Marshall School will match your contributions dollar for dollar up to 5% of your gross salary. Employees are eligible immediately upon hire.

6. Flex Benefit Plan

Marshall School provides a Flexible Benefit Plan that allows employees to have pre-tax dollars deducted from their salaries to pay for predictable non-reimbursed health care expenses and dependent care expenses during the plan year. For further details regarding eligibility or specific terms of this plan, consult the Business Office.

7. Computer Purchase Program

Marshall School offers a computer purchase loan program to all current employees. The loan is repaid through payroll deductions over a two year period. To take advantage of this program, receipts for the computer purchase and a written request to participate are submitted to the Business Office. If your employment with Marshall School terminates prior to your repayment of the loan, the balance must be repaid in full to Marshall before departure, typically through payroll deduction.

8. Tuition Remission

The children of all full-time employees at Marshall School are eligible for a 50% tuition reduction. Employees with greater need are encouraged to apply for need based financial aid. Marshall School will attempt to meet 100% of demonstrated need for employees.

9. Sick Leave

Marshall School provides full-time and part-time employees with up to 80 hours (pro-rated based on number of hours worked) of paid sick leave per school year.

10. Personal Leave

Marshall School allows each full-time and part-time employee two (2) days (pro-rated based on number of hours worked) of personal leave with pay per school year. Personal days may not be applied beyond the year in which they are earned.

11. Vacation

All full-time employees are eligible for paid vacation days accrued per the chart below with the exception of contracted faculty, whose vacation is determined by the terms of their contract.

<u>Length of Service</u>	<u>Accrual per year</u>	<u>Maximum Accrual</u>	<u>Accrual Begins</u>
Up to 5 Years	10 days	15 days	First Day of Work
5 Years to 10 Years	15 days	22.5 days	5th Anniversary
10 Years to 20 Years	20 days	30 days	10th Anniversary
20 Years and Beyond	25 days	37.5 days	20th Anniversary

12. Holidays

Marshall School observes the following paid holidays for full-time employees:

New Year's Day	Independence Day
Martin Luther King Jr.'s Birthday	Labor Day
President's Day	Thanksgiving
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Eve
	Christmas Day