



Friends School

BALTIMORE • 1784

Friends School of Baltimore SUMMARY OF BENEFITS

Summary of Benefits Available to Full-Time Employees: (Employees must work a minimum of 30 hours to be eligible for the benefits listed below)

- Medical Insurance - Five medical plan options are available through Aetna, offering a variety of plan designs to meet different healthcare needs. Options include Open Access EPO (Exclusive Provider Organization) plans, a Managed Care plan, and a High-Deductible Health Plan (HDHP). The HDHP option may be paired with a Health Savings Account (HSA) for eligible employees.
- Dental Insurance – Two dental plan options are available through Guardian, providing employees with a choice of dental coverage to meet their individual and family needs
- Vision Insurance – VSP Choice Vision Plan is available to eligible employees, providing vision coverage for employees and their eligible dependents.
- 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 at 60% of covered earnings, up to \$2,500 per week, in the event of a qualifying short-term disability.
- Long-Term Disability – Provides income replacement at 50% of covered earnings, up to \$1,000 per month, in the event of a qualifying long-term disability for Full-Time employees.
- 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 up to a 6% match with immediate vesting for employees who are projected to work 1,000 hours per year.
- Legal Assistance – Legal services plan available through MetLife Legal.
- 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 Purchasing Policy – Provides interest-free computer 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.



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- Summer Grants – Provides a focused, enriching experience for employees engaged in long-term teaching and/or administrative careers.
- Voluntary Benefits (Accidental insurance, critical illness, hospital indemnity)
- 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.)
- Eligible faculty and staff will receive a 20% discount on Gouchers graduate tuition, complementing the 75% tuition assistance already provided by Friends School (approval required, complementing the up to 75%)
- Convenient payroll deductions are available for tuition payments.
- Priority enrollment in Little Friends and a reduced tuition rate
- All employees are welcome to access our onsite Fitness Center, signed consent form required

For detailed information, please contact Katrina Gray, Director of Human Resources

Phone: (410) 649-3267

Email: kgray@friendsbalt.org

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.)