

BENEFIT PLAN SUMMARY

January 1, 2026

Employees who work at least 30 hours per week in a permanent, year-round or repeating seasonal position (minimum of 1560 hours per year) are eligible for full benefits.

Part-time employees who work between 20-30 hours per week in a permanent, year-round position (1040 – 1560 hours per year) are eligible for all benefits except Long Term Disability and Pension Plan Contributions. These employees are required to pay a portion of their premiums for some benefits.

Employees who work less than 20 hours per week annually (less than 1040 hours per year), or are in a temporary position, are ineligible for benefits.

All employees, regardless of total hours worked, receive the employer's matching of Social Security and Medicare Benefits, Worker's Compensation Insurance and Unemployment Insurance as required by law.

Available Benefits

Medical and Dental Insurance (Employee pays dependant coverage for either)
Life Insurance/Accidental Death and Dismemberment
Long Term Disability Insurance (requires 30 hours/week)
Pension Plan Contribution – After one year of employment (requires 30 hours/week)
IRS 125 Flexible Spending (Cafeteria) Plan
HSA (Health Savings Account)
Matching of TIAA/CREF Retirement Plan Contributions – After one year of employment

Available for employee paid premiums:

Vision Insurance
Additional Group Life Insurance
Additional TIAA/CREF Contributions

Staff and administrative personnel earn 2 weeks of vacation per year for the first 5 years of employment, 3 weeks of vacation per year after 5 years of employment, and 4 weeks of vacation per year after 10 years of employment. Employees earn 1 hour of paid sick leave per 30 hours worked up to 48 hours/year. Accrued sick leaves carries over for use in the next year and can accrue up to a maximum of 96 hours.

Paid Holidays are:

New Years Day Labor Day *Christmas Eve Memorial Day Thanksgiving Day

*Christmas Day Independence Day Day after Thanksgiving New Years Eve

The above holidays are for staff and administrative personnel. Faculty holidays and vacation are per the school's academic calendar.

* Christmas Eve and/or Christmas Day may be exchanged for a different religious holiday with supervisor approval and notice given to human resources.