



Employee Benefit Fact Sheet
2017

1. Group Health and Dental Coverage

- Voluntary Plan administered by UMR, using the United Healthcare ChoicePlus Network (Medical) and Guardian (Dental).
- Employees may choose either a PPO or HSA plan.
- Employees are eligible for coverage immediately upon employment for full-time employees (30 or more hours per week).
- Employee contributes the following premiums (depending on coverage chosen) and APDS pays the balance. Employee contributions are pre-tax Federal, State and FICA tax dollars.
- If voluntary health benefits are not elected, you may elect to have Dental Only coverage.

Coverage Effective January 1, 2017	PPO Health + Dental Premiums	HSA Health + Dental Premiums
Employee	\$104.36	\$ 20.59
Employee + Spouse	\$564.73	\$282.67
Employee + Children	\$508.28	\$243.51
Employee + Family	\$875.37	\$438.15

Coverage Effective January 1, 2017	Dental ONLY Premiums
Employee	\$22.64
Employee +Spouse or +Child(ren)	\$40.74
Employee + Family	\$70.16

2. Vision Coverage

- Voluntary Plan with Guardian/Employees pay the following premiums (VSP or Davis Network):

Coverage Effective January 1, 2017	Premium
Employee	\$8.91
Employee +Spouse or +Child(ren)	\$17.01
Employee + Family	\$23.53

3. Life Insurance

- APDS pays the premium for a life insurance policy of \$30,000 for all full-time employees. (Policy coverage is automatically reduced at ages 65 and 70.)
- Employees may purchase additional life insurance at 1, 2, or 3 times their annual salary.
- Employees are eligible for coverage immediately upon employment for full-time employees (30 or more hours per week).

4. TIAA/CREF Retirement Plans

- Voluntary Retirement Annuity Plan - APDS matches 5% of salary.
 - Full-time employees are eligible after one year of service at APDS.
 - Employee's contributions are pre-tax Federal and State income tax dollars.
- Voluntary Group Supplemental Retirement Annuity Plan
 - All employees are eligible from start date of employment.
 - No matching contributions from APDS.
 - Contributions by employees are pre-tax dollars.
 - Contributions can be used for personal loans.

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5. Flexible Benefit Plan

- Voluntary Plan- known as "cafeteria compensation" as provided under Section 125 of the Internal Revenue Code.
- Employee contributions towards the following are pre-tax dollars:
 - Group Health and Dental Insurance premiums
 - Unreimbursed medical expenses
 - Dependent childcare
 - AFLAC short and long term disability, major medical supplement and cancer/intensive care. (Consult with your AFLAC advisor regarding pre-tax or after-tax disability benefits.)

6. Long Term Disability

- Permanent, full-time employees are eligible after one year of service at APDS.
- Non-faculty must be employed at least 30 hours per week.
- APDS pays full premium.

7. Leave Policy: Full-Time Faculty

- Ten (10) days of leave per year. There is no distinction between sick/personal days, except that the head of school must approve personal days.
- Faculty members hired prior to 1998 may elect to either bank their unused days or receive reimbursement at the rate of \$35.00 per day.
- Faculty hired in 1998 or later must accumulate twenty (20) days before they are eligible to receive reimbursement. Only days in excess of twenty (20) may be paid to the employee.
- Thirty (30) is the maximum number of days that can be banked. After thirty (30) days are banked, the faculty member will automatically receive reimbursement each year.

Vacation: Twelve month employees will receive two weeks' **vacation** that will be earned on a prorated basis the first year of employment.

8. Tuition Remission

- Full-time employees hired after 2001 desiring to enroll their children at Augusta Prep may make special application for tuition assistance based on need. Please see the Director of Admissions.
- All employees may apply for additional tuition assistance based on need. Please see the Director of Admissions.
- Tuition is reviewed annually and these amounts are subject to change.

9. YMCA/Kroc Center

- Corporate discount is available to the YMCA and the Kroc Center.

10. Direct Deposit

- Available to all employees for monthly payroll deposits to checking.
- Ready Pay payroll self-serve available online.

11. School Lunch

- Wednesday lunch provided at no cost to all employees.

12. Payroll Convenience Deductions

- Augusta Prep Annual Fund giving
- Prepaid Legal Services election

Holiday Leave – Faculty and full-time exempt employees shall be entitled to holidays during the **Thanksgiving, December Holiday, Winter Break, Spring Break, Fourth of July Holiday week, and all employee holidays as set forth in the school calendar.**