

**Adopted:** May 14, 2015

**Revised:** \_\_\_\_\_

## **HARBOR CITY INTERNATIONAL SCHOOL POLICY No. 4.3.1 EMPLOYEE BENEFITS**

### **I. PURPOSE**

The purpose of this policy is to provide compensation and benefits packages that attract and retain high quality professional faculty and staff. The school seeks to offer a total compensation package that is market competitive, fair to employees, and affordable for the school.

### **II. POLICY STATEMENT**

HCIS provides a competitive benefits package for the health and financial security of its employees who are eligible for such benefits.

### **III. POLICY**

- A.** Regular full-time employees, as defined in Policy 4.3.2, will also be provided with the option to elect additional employee benefits. Regular full-time employees who elect such benefits will have the employee-paid portion of the benefits deducted from their pay on a pre-tax basis. Part-time salaried employees as defined in Policy 4.3.2, are eligible for benefits including PTO.
- B.** The existence of some of the benefit programs such as health insurance, dental insurance and other benefits not mandated by law, does not constitute an entitlement to such benefits and does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs. The school reserves the right and maintains the discretion to add, revise, drop and interpret the benefits program.
- C.** This policy does not contain the complete terms and/or conditions of any of the school's current insurance benefit plans. It is intended only to provide general explanations. If there is any conflict between this policy and any documents issued by one of the school's insurance carriers, the carriers' guideline regulations will be regarded as authoritative.

1. *All group benefits are available to employees on the date of hire, unless otherwise noted.*

#### Group Health Insurance – Health Partners HSA \$2,000 – 100%

- Employer pays 100% of Employees' premium
- Employee premiums are paid by pre-tax deduction from paycheck
- 100% coverage for preventive care
- \$2,000 per person deductible
- All other services covered at 100% after deductible is met
- \$2,000 per person out-of-pocket maximum
- 100% coverage for all services after out-of-pocket maximum is reached

#### Group Health Insurance – Health Partners HSA \$1,500 – 100% Rx Plus

- Employer pays 100% of Employees' premium
- Employee premiums are paid by pre-tax deduction from paycheck
- 100% coverage for preventive care
- \$1,500 per person deductible
- All other services covered at 100% after deductible is met
- \$1,500 per person out-of-pocket maximum
- Up front coverage for some preventive care medications – see SBC for details
- 100% coverage for all services after out-of-pocket maximum is reached

#### Group Life Insurance – Assurant

- Eligible for those employees working 30 hours or more per week
- 100% Employer paid benefit
- Insurance amount is \$50,000
- Insurance amount is an additional \$50,000 if due to an accident
- Benefit paid to a beneficiary of your choice
- Disability Premium Waiver if permanently disabled

#### Group Voluntary Life – Assurant

- Benefit elected by employee, paid by employee
- Minimum benefit amount for employee is \$25,000
- Can be purchased in \$25,000 increments
- Maximum benefit amount for employee \$100,000
- No health history required at initial eligibility

#### Group Long Term Disability – Assurant

- 100% Employer paid benefit
- Insurance amount is 60% of monthly salary to a maximum monthly benefit of \$5,000
- Benefit is paid after 90 days of date of accident, injury or illness
- Benefit paid to Social Security Normal Retirement Age

#### Group Short Term Disability – Assurant

- 100% Employer paid benefit
- Insurance amount is 66 2/3% of monthly salary to a maximum weekly benefit of \$500
- Benefit is paid after 0 days of date of accident, injury or 7 days of date of illness
- Benefit duration is to 13 weeks

### Group Dental – Assurant

- Employer pays 100% of Employees' premium
- Eligible for those employees working 30 hours or more per week
- \$25 single / \$75 family Annual Deductible
- Deductible does not apply to preventive services (i.e. cleanings, x-rays, etc.)
- 100% coverage for preventive services
- 80% coverage for basic services (i.e. emergency treatment, restorative services)
- 50% coverage for major services (i.e. root canals, crowns, dentures, etc.)
- \$1,000 annual maximum
- Pre-tax premiums - no Federal, State or FICA

2. For additional information on LTD insurance and any paid or unpaid leaves that are not mandated by law see Employee Handbook.

***Legal Reference:*** *Pine River State Bank v. Mettille*, 333 N.W.2d 622 (1983)