Friends School of Baltimore
2019
SUMMARY OF BENEFITS

Summary of Benefits Available to Full-Time Employees:  (Employees must work a minimum of 30 hours per week to be considered a full-time employee.)

- **Medical Insurance** - Three UnitedHealthcare plans available to include: HMO, POS and a qualified high deductible health plans.
- **Dental Insurance** – Two dental plans available through UnitedHealthcare and one Dominion option available.
- **Vision Insurance** – One vision plan available through VSP.
- **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 children.
- **Short-Term Disability** – Provides income replacement in the event of a disability. Friends School covers costs associated with this benefit.
- **Long-Term Disability** – Provides income replacement in the event of a disability that extends beyond 90 days. *Full-time employees are required to enroll in this benefit.*
- **Employee Assistance Program** – Available to full-time employees and their immediate family members.
- **Flexible Spending Accounts** – Available for both medical and dependent care.
- **403(b) Matched and Unmatched Retirement Plan** – Friends School matches the employee’s contribution up to 7% (for employees projected to work 1000 per year). Immediate vesting and no waiting period to enroll. Traditional contributions and/or Roth contributions available.
- **Legal Assistance** – Legal services plan available through Legal Resources.
- **Professional Study/Tuition** – Provides partial paid professional study beyond undergraduate degrees. *(Non-teaching employees must be in a 12-month position and work 40 hours per week.)*
- **Computer and Cell Phone Purchasing Policy** – Provides interest-free computer or cell phone 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.
- **Summer Grants** – Provides a focused, enriching experience for employees engaged in long-term teaching and/or administrative careers.
- **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.)*
- **After-school Care** – If employee has official responsibilities during Extended Day hours, they are eligible to receive 100% off standard fee for children who are enrolled as a FS student.
- **Dining Hall/ Snack Shack Meal Allowance Program** – Provides a declining balance account for use in our Dining Hall or Snack Shack.
- **Credit Union** – First Financial Federal Credit Union.
- **Convenient payroll deductions** are available for tuition payments.
- **Priority enrollment** in Little Friends and a reduced tuition rate.

Summary of Benefits Available to Part-Time Employees:

- **Dental Insurance** – Two dental plans available through UnitedHealthcare and one Dominion option available.
- **Vision Insurance** – One vision plan available through VSP.
- **Flexible Spending Accounts** – Available for dependent care.
403(b) Unmatched Retirement Plan – Traditional contributions and/or Roth contributions available. Must be projected to work 800 per year to enroll, immediate eligibility.

Legal Assistance – Legal services plan available through Legal Resources.

Sick Leave – Available on a pro-rated basis.

Paid Holidays – Generous holiday schedule.

Credit Union – First Financial Federal Credit Union.

Convenient payroll deductions are available for tuition payments.

Priority enrollment in Little Friends and a reduced tuition rate.

Summary of Benefits Available to Casual Employees:

Casual employees include, but are not limited to: substitutes, coaches, private music teachers, security/traffic officers, extended day and summer camp staff.

Credit Union – First Financial Federal Credit Union.

ESS (Earned Sick and Safe Leave) – for employees regularly scheduled to work 12 or more hours per week.

For detailed information, please contact Kimberly Huff, Director of HR.

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As part of our Wellness Initiative, in 2017, we established a Corporate Membership with the Y in Central Maryland. ALL Friends School employees are eligible to take advantage of a discounted membership rate as long as we continue to maintain 25 membership units in good standing. In addition, ALL Friends School employees are welcome to participate in on campus Wellness Initiatives (i.e. yoga classes, flu shots, access to our on-site Fitness Center).

This is a general summary. In the event of a discrepancy between this summary document and the plan contract, the plan contract will govern.

Revised: 1/14/2019