

# Clarinda Academy



“Home of the Eagles”

Summary  
Of  
Employee Benefit Programs

# CLARINDA ACADEMY

## Regular Full Time Employee

A full time employee is defined as an employee who is regularly scheduled to work at least 32 hours per week. Unless otherwise noted, plan eligibility begins on the first day of the month following 60 days of full time employment.

**Medical Coverage** is provided through the Clarinda Academy's Medical Plan. Spouses of employees who are eligible for coverage through another employer-sponsored health insurance plan will not be eligible for Clarinda Academy's Medical Plan. Under the "Maximum Benefits Plan," the plan generally covers 80% ("Maximum Benefits") of the costs of services provided by physicians in a Preferred Provider Organization ("PPO") network after a nominal co-payment or deductible, and 60% for non-PPO after a deductible has been satisfied. Under the "Standard Benefits Plan," the plan generally covers 70% of in-network, and 50% of non-PPO, following a High Deductible or co-payment. The Standard Plan is recognized as a High Deductible Plan and does include a Health Spending Account in which employees can contribute to on a pre-tax basis to help offset some of the deductible. A PPO requires utilization of its facilities and physicians as identified in the PPO directory. Prescription Drug costs are covered by the Maximum plan after a \$200 deductible (2x family) \$10, \$35, or \$70 co-payment per purchase or under Standard plan after the deductible is met. You may participate in the Medical Plan without participation in the Dental & Vision Plan, if desired.

**Dental Coverage** is provided through Clarinda Academy's Dental Plan. The Maximum Dental plan covers Preventive at 100%, Basic Services at 80%, Major Services at 50%-\$1,500 max per year per person. This plan covers up to a lifetime max of \$2,000 for Orthodontia for children until age 19. The Standard Plan covers Preventive at 100%, Basic Services at 60% and Major at 40%-\$1,000 max per year per person. The Standard plan does NOT cover Orthodontia care.

**Vision coverage** is provided for routine eye exams and the costs of eyeglass frames, lenses, or contacts. For in-network providers, the Eye Exam copay is \$10, and Material copay is \$25. Employees may receive an eye exam every 12 months and contacts or lenses every 12 months (Frames every 24 months).

**Employee Contributions:** Employees are required to pay a portion of the insurance premiums related to the medical, dental, and vision benefits described above. The contributions are deducted from the employee's pay before taxes. Bi-weekly pay period employee contributions are based upon the level of coverage selected. Your contributions on a bi-weekly basis would be:

| <b>Coverage Options</b> | <b>High Deductible Standard Plan</b> | <b>Maximum Plan</b> | <b>Dental Standard Plan</b> | <b>Dental Maximum Plan</b> | <b>Vision</b> |
|-------------------------|--------------------------------------|---------------------|-----------------------------|----------------------------|---------------|
| Employee Only           | \$56.45                              | \$113.77            | \$6.46                      | \$9.24                     | \$1.73        |
| Employee + Child(ren)   | \$76.20                              | \$181.45            | \$11.19                     | \$22.51                    | \$3.00        |
| Employee + Spouse       | \$93.71                              | \$213.17            | \$12.22                     | \$20.34                    | \$2.78        |
| Family                  | \$107.21                             | \$272.18            | \$20.90                     | \$35.11                    | \$3.85        |

**Paid Time Off (PTO)** is provided by the Company and is utilized as a collective pool of eligible paid time off in lieu of traditional vacation, sick and personal leave balances. Paid time off is capped to a certain amount which varies by the number of years of employment with the Company (or the immediate predecessor).

| <b>Years of Employment</b>               | <b>Annual Cap</b>   | <b>Per Pay Period</b> |
|--|---------------------|-----------------------|
| Date of hire-1 <sup>st</sup> anniversary | 18 days (144 hours) | 5.53 hours            |
| 1 year – 2 years                         | 19 days (152 hours) | 5.84 hours            |
| 2 years – 3 years                        | 20 days (160 hours) | 6.15 hours            |
| 3 years – 4 years                        | 21 days (168 hours) | 6.46 hours            |
| 4 years – 5 years                        | 22 days (176 hours) | 6.76 hours            |
| 5 years – 6 years                        | 23 days (184 hours) | 7.07 hours            |
| 6 years – 7 years                        | 24 days (192 hours) | 7.38 hours            |
| 7 years – 8 years                        | 25 days (200 hours) | 7.69 hours            |
| 8 years – 9 years                        | 26 days (208 hours) | 8.00 hours            |
| 9 years – 10 years                       | 27 days (216 hours) | 8.30 hours            |
| 10 years – 11 years                      | 28 days (224 hours) | 8.61 hours            |
| 11 years – 12 years                      | 29 days (232 hours) | 8.92 hours            |
| 12+ years                                | 30 days (240 hours) | 9.23 hours            |

Once the annual cap is reached, additional hours cease until you have utilized enough leave to allow leave to begin again. Employees may carry up to the annual cap into the next calendar year; however, an employee may not carry time beyond the annual cap.

**PTO Entitlement Cap for Exempt Employees**

Exempt employees may carry a PTO balance maximum of 120 hours.

**Paid Holidays:** Six (6) specific holidays are provided with pay. These are: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and December 25<sup>th</sup>.

**Sabbatical Leave:** After being employed full time for 7 years, the employee will be entitled to 30 days leave. See Human Resources for more details.

**AD&D** is provided in an amount equal to \$25,000. Full time employees can purchase additional voluntary Life Insurance if they so choose.

**Retirement Plan:** The Company provides a Traditional as well as a Roth 401(k) Plan for employees to save for retirement. Employees can begin participating in the plan the first of the month at the beginning of any quarter following 60 days of employment with the Company.

**Flexible Spending Account Program (Section 125):** The Company's Medical and Dental & Vision plans may involve some out-of-pocket expenses: deductibles, co-payments or co-insurance, for example, or costs in excess of one's coverage. To help with these expenses – and with dependent care expenses such as child care or elderly care – an employee can voluntarily decide to set aside part of the pay in either a **Health Care or Dependent Care Flexible Spending Account**. The net result in participating in this benefit can increase an employee's take-home pay by paying for these types of expenses on a pre-tax basis.

**Company Sponsored Disability Plans:** Clarinda Academy provides short and long-term disability benefits due to sickness or non-job-related injuries and accidents which incapacitate eligible, qualified employees. Regular Full-Time employees are eligible for the company-sponsored short and long-term disability plans.

**Tuition Loan** programs are available to encourage employees to further their education. The loan is for pre-approved, job-related courses. There is an annual cap of \$2,250 allowed for the loan. Once grades are received, the employee will have an amount credited toward the advance based upon the following scale: A or B – 100%, C – 50%, D or F – 0%. The funds under this plan are treated as taxable income to the recipient. While this program is in place to encourage furthering of education, should the employee leave the Company (or not maintain full-time status) prior to one year of service following the utilization of the program, the Company reserves the right to be reimbursed for amounts paid.

**Lied Center:** All full-time employees have access to the Lied Center for themselves and immediate family members (dependents) at no charge. Staff members will have to pay for anything extra such as special classes, i.e. aerobics, swim lessons, etc.

**Golf Course Membership:** Employees will receive discounts for a Clarinda Country Club membership which can also be payroll deducted. See Human Resources Personnel for more information.

**First String:** Employees will receive discounts to be used at our retail store to purchase clothing, sporting goods and more. Purchases may also be payroll deducted for your convenience.

**Employee Assistance Program (EAP):** All employees are included in the company-sponsored Employee Assistance Program at no cost to the employee. See Human Resources personnel for information.

The above descriptions are intended to briefly summarize the provisions of the Company's full time employee benefits programs. For full descriptions of each plan, please refer to the applicable plan document. In the event the plan document conflicts with the information herein, the plan document will govern. (See your human resources representative for more details).