

BENEFITS SUMMARY

Employee Benefits for Eligible Employees:

(Non-teaching employees must work a minimum of 30 hours per week. Teaching employees must work a minimum of 15 teaching hours per week during the regular school year).

- ◆ Medical insurance
- ◆ Life insurance
- ◆ Voluntary group life insurance
- ◆ Retirement Plan – 403(b) Matched and Unmatched Retirement Plans
- ◆ Short-term disability insurance
- ◆ Long-term disability insurance
- ◆ Tuition paid for professional study beyond undergraduate degrees
- ◆ Summer grants
- ◆ Tuition remission
- ◆ Employee Assistance Program for eligible employees and their immediate family
- ◆ Computer purchasing policy – computer loans
- ◆ Vacation for 12-month employees
- ◆ Personal leave
- ◆ Sick Leave (part-time employees are eligible for sick leave on a pro-rated basis)
- ◆ Paid Holidays (part-time non-teaching employees are eligible to be paid for school holidays that fall on regularly scheduled workdays).
- ◆ After-school care
- ◆ Legal Resources

Employee Benefits Offered to All Employees:

- ◆ Voluntary dental and vision insurance
- ◆ Flexible spending accounts (medical and dependent care)
- ◆ Retirement Plan – 403(b) Unmatched Plan
- ◆ Payroll deduction for tuition payments
- ◆ Priority Enrollment into Baby & Little Friends is offered to all employees
- ◆ Legal Resources

For detailed information, contact Kimberly Huff, Benefits Administrator at:

Phone: (410)649-3267

Email: khuff@friendsbalt.org