

LITTLE KESWICK SCHOOL BENEFITS PROGRAM
2006-2007 SCHOOL YEAR

Benefits mandated by law include social security, worker's compensation, and unemployment insurance (all employees).

Meals are furnished for all employees during on-duty hours only when school is in session. Staff must eat at the designated time when meals are served (all employees).

Health Insurance Program

To participate in the Little Keswick School health insurance program an employee must have completed any applicable trial period and be a full-time, permanent employee who work a minimum of thirty-two (32) hours per week. Coverage for medical and dental insurance begins the first of the month following the employee's full-time employment starting date. Little Keswick School is committed to providing a comprehensive health insurance program. Three health care plans will be offered for the 2006-2007 school year: Anthem Keycare 10+, Anthem Keycare 15+ and Anthem Healthkeepers (HMO); each plan must have two enrolled employees to be offered. Dental insurance will be with The Principal (please note, delayed enrollment, i.e. more than 30 days following employment, results in late entry consequences, see dental insurance information for specifics).

For employees in their first through third years of employment the school will adhere to a payment ratio of 34% (staff contribution) to 66% (school contribution) for single subscriber coverage (coverage for employee only) for coverage in the Anthem Keycare 15+ or Anthem Healthkeepers (HMO). For employees in their first through third years of employment who choose Anthem Keycare 10+ the School will pay 66% of the Keycare 15+ cost and the employee will be responsible for the difference between this amount and the total Keycare 10+ premium. Little Keswick School will pay 66% of the cost of single subscriber dental insurance with the employee responsible for 34% of the single subscriber premium.

For employees who are in their fourth year of full-time employment and beyond (without a break in service), Little Keswick School will pay 100% of the single subscriber premium for Anthem Keycare 15+ or Anthem Healthkeepers (HMO) and dental insurance. For employees who are in their fourth year of full-time employment and beyond (without a break in service) who choose Keycare 10+, the School will pay 100% of the Keycare 15+ premium and the employee will be responsible for the difference between this amount and the total Keycare 10+ premium.

Employees may add dependent coverage within policy and legal guidelines; employees are responsible for the cost of dependent coverage. Current premium dollar amounts are listed on the Employee Health Insurance Election Form. A premium conversion plan is available which allows participants to shelter the employee payment from taxes. All insurance coverage subject to policy renewals.

Profit Sharing Plan

An employees' "Profit Sharing Plan" is available after one (1) year of full-time employment. Employees must be twenty-one (21) years of age and work more than 1000 hours per year to be eligible. This plan is administered by an outside consultant; individual yearly information packets are completed and distributed in the winter of each year.

Term Life Insurance

Term life insurance is provided for all full-time (more than 32 hours per week) salaried employees. Benefits are one times annual salary or twice annual salary for accidental death. Benefits begin on the first of the month following employment date.

Leave Benefits

Leave benefits are outlined in individual employment contracts. Up to five leave days may be placed in a "bank" and held over to the next year. A maximum of fifteen leave days can be accumulated per person in the leave bank. Upon termination of the employment contract period, any leave days in the "bank" will be reimbursed to the employee at the rate of \$10.00 per day. Use of leave days in the bank is covered by existing policies and contractual agreements. Termination before the end of the contract year will result in forfeiture of leave days. Instructional and professional staff will accrue one extra leave day per year after the fifth and tenth years of employment at Little Keswick School. All full-time employees are eligible for their birthday off; this leave day must be used either on the employee's birthday or on another workday in the same month and may not be accumulated or "banked" for future use.

Tuition Assistance

In order to provide for training and professional growth of employees and to assist employees in obtaining additional professional training, tuition assistance will be provided under the following criteria:

- a) to be eligible the employee must be a full-time employee working at least 32 hours per week.
- b) the employee must submit a letter to request of the Headmaster giving the title and description of the course, starting and ending dates, and cost. This letter must be received four weeks prior to the start of the first and/or second semester. Little Keswick School will make decisions on approval/disapproval of requests twice yearly, one week after the start of the first semester and one week after the start of the second semester. Note: since the schedule of notification of approval/disapproval may be after the start of certain classes/courses, employees should make decisions to enroll in classes with the knowledge that they are the financially responsible party and that LKS may not approve their request.
- c) the employee will be notified in writing of the approval or disapproval of the request.
- d) tuition assistance is available only during the fall and spring semesters when enrollment of Little Keswick students is at capacity (i.e. 30 students enrolled).
- e) courses should be at the graduate level and in content areas related to employment; requests will be considered for undergraduate courses, but will require a written rationale of how the course will impact job performance.
- f) not more than one course per spring or fall semester (3 credits).
- g) reimbursement will be made as follows:
 - 1) for employees in their first through third years of employment, 60% of the cost not to exceed \$400.00 (books, other fees not included),
 - 2) for employees having completed three years of full-time employment, 100% of the cost (not to exceed the cost of a class at a Virginia public college/university) (books, other fees not included),
 - 3) receipt verifying that tuition has been paid,
 - 4) school verification that course was passed with a C or higher grade if undergraduate course or with a B+ or higher if a graduate course.
- h) all courses taken where LKS tuition assistance is requested are subject to the Headmaster's approval.
- i) the tuition assistance payment constitutes a debt which Little Keswick School will consider to be satisfied if the employee completes the contract year in which the payment is made. If the employee does not satisfactorily complete the year, the employee authorizes Little Keswick School to deduct the amount of this debt from the final paycheck.