



**GRANVILLE  
CHRISTIAN  
ACADEMY**

Granville Christian Academy  
Support Staff Benefits Schedule (2019/2020 school year)  
Full Time Employees – more than 30 hours per week  
R-5.22.19

PAID HOLIDAYS:

July 4 <sup>th</sup>	1 day	Martin Luther King Day	1 day
Labor Day	1 day	President’s Day	1 day
Thanksgiving	2 days	Good Friday (if not a school day)	1 day
Christmas	2 days	Memorial Day	1 day
New Year	2 days	Total	12 days

PAID LEAVE/TIME OFF:

- 8 days of paid leave per contract year to be used for sickness as defined in the Faculty/Staff Handbook. Employee can carry over unused paid sick leave days up to 23 total days.
- Paid bereavement leave as defined in the Faculty/Staff Handbook.
- 5 days of paid vacation leave shall be provided per contract year for employees who have been with the school between 0 and 4.99 years. 10 days of vacation leave shall be provided to those staff employees who have been with the school five or more years. Unused vacation leave cannot be carried forward to future years.
- Any unpaid leave taken beyond the above paid leave will be deducted from the employee’s pay at the rate in force at the time.
- Staff employees are required to work on scheduled teacher in service days and on emergency closing days due to weather or other calamity if it is safe to travel to school.

SUMMARY OF PROVIDED EMPLOYEE BENEFITS:

- Medical Insurance – Coverage is available to employees who work a minimum of 30 hours per week. The school will pay 60% of the total cost of the medical insurance for employee and any qualified dependents with employee paying 40% of the total cost. Rates may be changed on an annual basis beginning January 1<sup>st</sup> of each plan year.
- Short Term Disability – This coverage is available to employees who work a minimum of 30 hours per week at no cost to the employee. The plan would cover 60% of eligible wages after a 28 day waiting period for a total duration of 9 weeks.
- Long Term Disability – This coverage is available to employees who work a minimum of 30 hours per week at no cost to the employee. The benefit is 60% of eligible wages after a 90 day waiting period after disability.

- Life Insurance – This coverage is available to employees who work a minimum of 30 hours per week at no cost to the employee. The benefit amount is \$25,000 and will be payable by the insurance company to employee’s designated beneficiary.
- 403(b) plan – The school offers employees the opportunity to participate in a 403(b) plan that is currently administered by Guidestone and is operated as a non ERISA plan. The school does not offer a matching contribution. All employees may participate in this plan without regard to the number of hours worked. The contribution limits are all governed by the plan document which is available upon request.
- Dental and Supplemental Life Insurance –participation in a dental plan and supplemental life insurance plan are available with Guidestone with total cost being paid by the employee.
- There is no waiting period for new employees to join the plans and coverage will begin on the first day of the following month of employment.
- Social Security – The school participates in the federal social security system and contributes 7.65% of each employee’s taxable salary.
- State unemployment – the school does not participate in the State of Ohio’s employment security/unemployment system and does not fund any contributions in its status as a private religious school.

#### TUITION & FEES DISCOUNTS:

The school offers tuition and registration fee discounts to staff members based on the number of hours worked per week as follows:

- Less than 20 hours worked per week – 25% discount on tuition and registration fees
- More than 20 hours worked per week – 50% discount on tuition and registration fees

There is no discount offered on other types of participation fees owed to the school (eg, athletic participation fees, on line course fees, etc). Students to whom the discount applies must be legal dependents of the staff member. Employees are also eligible to have their tuition amounts due deducted from their payroll checks over the required number of months.

Employees will also receive other miscellaneous discounts/benefits:

- Free admission for employee and their family to home, non-tournament athletic events
- Employees with students enrolled at the school who work less than 20 hours per week will get a 50% credit on meeting their parent volunteer hour requirement.
- Employees with students enrolled at the school who work more than 20 hours per week will receive a 100% credit on meeting their parent volunteer hour requirement.