

Augusta Preparatory Day School Employee Benefit Fact Sheet

1. Group Health and Dental Coverage

- Voluntary Plan with United Healthcare (Medical) and Guardian (Dental).
- Employees may choose either a PPO or HSA plan.
- Employees are eligible for coverage immediately upon employment for full-time employees (30 or more hours per week).
- Employee contributes the following premiums (depending on coverage chosen) and APDS pays the balance. Employee contributions are pre-tax Federal, State and FICA tax dollars.

Coverage	PPO Premiums	HSA Premiums
Employee	\$50.00	\$5.00
Employee + Spouse	\$357.00	\$183.75
Employee + Children	\$304.50	\$152.25
Employee + Family	\$525.00	\$273.00

2. Vision Coverage

- Voluntary Plan with Spectera
- Employees pays the following premiums (depending on coverage chosen).

Coverage	Premium
Employee	\$7.70
Employee + One	\$14.70
Employee + Family	\$20.35

3. Life Insurance

- APDS pays the premium for a life insurance policy of \$30,000 for all full-time employees.
- Employees may purchase additional life insurance at 1,2, or 3 times their annual salary.
- Employees are eligible for coverage immediately upon employment for full-time employees (30 or more hours per week).

4. TIAA/CREF Retirement Plans

- Voluntary Retirement Annuity Plan – APDS matches 5% of salary.
 - Full-time employees are eligible after one year of service at APDS.
 - Employees contributions are pre-tax Federal and State income tax dollars.
- Voluntary Group Supplemental Retirement Annuity Plan
 - All employees are eligible.
 - No matching contributions from APDS.
 - Contributions by employees are pre-tax dollars.
 - Savings can be used as collateral for personal loans.

5. Flexible Benefit Plan

- Voluntary Plan- known as “cafeteria compensation” as provided under Section 125 of the Internal Revenue Code.

- Employee contributions towards the following are pre-tax dollars:
 - Group Health and Dental Insurance premiums
 - Unreimbursed medical expenses
 - Dependent childcare
 - AFLAC short and long term disability, major medical supplement and cancer/intensive care.
6. Long Term Disability
- Permanent, full-time employees are eligible after one year of service at APDS.
 - Non-faculty must be employed at least 30 hours per week.
 - APDS pays entire premium.
7. Leave Policy: Full-Time Faculty
- Ten (10) days of leave per year. There is no distinction between sick/personal days, except that the headmaster must approve personal days.
 - Faculty members hired prior to 1998 may elect to either bank their unused days or receive reimbursement at the rate of \$35.00 per day.
 - Faculty hired in 1998 or later must accumulate twenty (20) days before they are eligible to receive reimbursement. Only days in excess of twenty (20) may be paid to the employee.
 - Thirty (30) is the maximum number of days that can be banked. After thirty (30) days are banked, the faculty member will automatically receive reimbursement each year.
8. Tuition Remission
- Full-time employees hired after 2001 desiring to enroll their children at Augusta Prep may make special application for tuition assistance based on need. Please see the Director of Admissions.
 - All employees may apply for additional tuition assistance based on need. Please see the Director of Admissions.
 - Tuition is reviewed annually and these amounts are subject to change.
9. Health Center Credit Union
- All Faculty are eligible to join the HCCU. In addition, a discount is available to Health Central Fitness Center.
10. Direct Deposit
- Available to all employees for monthly payroll deposits to checking.
11. School Lunch
- School lunch is provided at a cost of \$3.75 per day to all employees.
12. Payroll Convenience Deductions
- Augusta Prep Annual Fund giving
 - United Way giving
 - Prepaid Legal Services election

This fact sheet is for general information only and is subject to change. For more details, please contact the Human Resource Office. Revised 8/5/09.