



KENT PLACE SCHOOL

SUMMARY OF EMPLOYEE BENEFITS

Effective July 1, 2021

DISABILITY & UNEMPLOYMENT

Disability Insurance – Short Term (The Hartford)

This benefit covers a disability from 7 days to 6 months. Employee contribution rates are determined by The Hartford Financial Services Group annually.

Disability Insurance – Long Term (Cigna)

All full-time employees are covered upon employment. Kent Place pays the entire cost. The coverage goes into effect six months after the disability is incurred.

MEDICAL

Hospitalization/Major Medical Plan (Aetna Health Inc.)

This benefit is available to all full-time employees who **should enroll within the first thirty days of employment**. Employees who defer enrollment past the thirty-day period will be limited to specific “open enrollment” periods. Kent Place offers three medical plans: a high-deductible plan with a Health Savings Account, and two Point-of-Service plans. The School subsidizes the premium based on the plan and coverage tier.

Voluntary Dental Plan (Aetna) & **Vision Plan** (VSP)

These benefits are available to all full-time employees who **should enroll within the first thirty days of employment**. Employees who defer enrollment past the thirty-day period will be limited to specific “open enrollment” periods. The employee pays 100% of the premium as determined by the carrier.

FLEXIBLE SPENDING ACCOUNTS

Health and Dependent Care Out-of-Pocket Expenses (Ameriflex Benefits)

All employees may elect to establish Flexible Spending Accounts to pay for qualified medical and dependent care expenses with pre-tax dollars. FSA deposits are exempt from Federal Income and Social Security taxes. The employee should enroll to establish the account within the first thirty days of employment. Employees who defer enrollment past the thirty-day period will be limited to specific “open enrollment” periods.

PAID TIME OFF

All full-time employees are provided 7 sick and 3 personal days each year. Staff employees receive vacation time based on years of service.

LIFE and AD&D INSURANCE

Group Life and AD&D Insurance (Cigna)

All full-time employees are covered upon employment with a \$50,000 policy. Kent Place pays the entire cost.

Optional Voluntary Life Insurance (Cigna)

All full-time employees are eligible to apply for this benefit. The employee pays 100% of the premium as determined by the carrier. Evidence of insurability may be required.

RETIREMENT

403(b) Defined Contribution Retirement Plan (TIAA)

This benefit is available to all employees who work at least 1,000 hours per year and after the completion of one year of service at Kent Place. New employees who are under an existing Not-For-Profit Organization’s plan may enroll without the waiting period. Eligible employees who contribute 5% of their salary will receive a matching contribution from Kent Place. The school will increase its contribution to 8% after five years of service, and 12% after twelve years of service.

403(b) Supplemental Retirement Plan

The 403(b) supplemental retirement plan is available to employees who wish to participate in the retirement plan, but are not eligible for the matching contribution from Kent Place; or employees who wish to contribute more than 5% of their salary to their retirement plan.

TUITION REMISSION

All full-time employees will receive a 20% tuition remission benefit for their children attending Kent Place School.