



OGDEN PREPARATORY ACADEMY

Benefits Handbook

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Contacts

Accounting/Payroll and Benefits Questions

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Health Insurance/HRA Insurance Agent

(For technical questions or coverage advocacy)

Keyes Benefits

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401K

Able and Strong Advisors

Help Desk: 888-700-0808



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Payroll

Salaries

- ❖ Salary amounts are calculated and disbursed according to the schedule in the employee agreement.
- ❖ Salary amount is disbursed in 1/24th increments prorated over the full 12 months of the year.
- ❖ Employees who are not returning and who have completed a full school year of service, will receive the last paycheck according to the schedule in the employee agreement..
- ❖ If an employee leaves before the end of the school year, they will be paid on a prorated basis, based on the amount of school days worked (i.e. if an employee worked 80 out of the 180 days - the employee will receive a gross sum of $80/180 = 44\%$ of their annual salary).

Pay Periods

- ❖ Pay periods are semi-monthly: the first of the month through the 15th, and the 16th through the end of the month.
- ❖ Employees will be paid on the 5th and 20th of each month following the respective pay period.
- ❖ Holidays & Weekends – If the 5th or 20th falls on a holiday or weekend, direct deposit amounts will be available on the day before the holiday or weekend. If the employee does not have direct deposit, their paycheck will be placed in their employee box as soon as needed signatures may be obtained.
- ❖ Direct Deposit is encouraged. To obtain or change direct deposit, submit a voided check or bank provided form to the HR office (Deposit slips and other banking items sometimes have different routing numbers and may not work).

Personal Leave

Personal Time Off (PTO)

- ❖ Personal Time off is managed in hours.
- ❖ Only Salaried employees are allocated PTO.

Salaried Employees

- ❖ Accrued monthly, August through May at a rate of the average daily hours per month. Full-time, salaried employees receive a total of 80 hours of personal leave (8 hours per school calendar month) each school year. Part-time, salaried employees receive a prorated amount based on their full time equivalent (FTE).
- ❖ Unused personal time off
 - 40 hours of unused, accrued, personal time off shall be rolled over from year-to-year (or an amount equivalent to $\frac{1}{2}$ the total amount accrued in 1 year.)
 - If an employee anticipates the need for additional time off in an upcoming year,



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they may request additional PTO hours be rolled forward with the following conditions:

- Receive administrative approval,
- Anticipated leave qualifies under FMLA,
- Additional rolled leave shall be used only for the anticipated event. Any additional rolled leave shall be paid out at \$10 per hour.
- Additional unused hours will be paid out at the set payout rate of \$10 per hour.
- If an employee leaves before the end of the school year,
 - The amount of personal time off will be prorated based on months, or any partial months, worked. (Example: if a full-time employee works August 15 to October 10, they will receive 24 hours personal time off.)
 - Any unused personal time off shall be forfeited. Personal leave may not be used to extend the last day of work.
- ❖ PTO Overage:
 - The employee's calculated hourly rate of pay shall be deducted from the employee's paycheck for each hour of leave overage. Hourly rate of pay, for salaried employees, shall be calculated using the following formula: Salary/Agreement hours. (Full-time employees work 1440 hours/year; hours worked shall be prorated based on FTE.).
 - Overage deductions shall be withheld in full immediately following the requested leave.
 - Overage deductions due to FMLA leave may be distributed through multiple paychecks not to exceed the end of the current agreement.

Bereavement

- ❖ In the event of a death of a member of an employee's or an employee's spouse's family, including miscarriage or stillbirth, an employee may be excused, without a PTO deduction, for **up to the** following days as needed for travel and funeral arrangements:
 1. Five days for a member of the immediate family.
 2. Four days for parents or step-parents.
 3. Three days for siblings, in-laws or grandchild.
 4. Two days for grandparent or siblings in-law.
 5. One day for Uncle, Aunt, Cousin, Niece or Nephew.
- ❖ Bereavement days shall be consecutive and in conjunction with services. Additional days may be added if travel necessitates additional time. Upon written request, the Principal may approve additional leave for extenuating circumstances.
- ❖ Bereavement leave is intended to be used for making arrangements for and attending funeral services and emergency-type business transactions related to the death.

Misuse of PTO

- ❖ Misuse of PTO shall result in corrective action, which will include forfeiture of salary during the time of misuse and paying the full cost of the substitute. Repeated misuse shall be cause for



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dismissal.

- ❖ Any employee absent for more than 5 consecutive school days or requiring extended absences may be required to provide administration with a physician's note detailing reason and duration of absence.

“PTO” Payout for Part Time Employees

- ❖ In order to be eligible for a payout, all of the following must be true:
 - Actively employed at time of payout
 - Employment start date at least 2 months prior to payout
- ❖ Payouts:
 - Mid-Year Payout, January 5: ½ average weekly hours
 - End-of-Year Payout, June 5: ½ average weekly hours
- ❖ Bereavement:
 - Hourly employees may be granted time off associated with bereavement; however, it is not paid time off.

Eligibility

- ❖ Full-Time Employee: For benefit eligibility purposes, a full-time employee is an employee scheduled to work a minimum of 30 hours/week per their employment agreement and job description.
- ❖ Full-time employees employed by Ogden Preparatory Academy shall be eligible for benefits on the 1st of the month immediately after the employee's start date. (Example: a full-time employee who starts working on October 14th, shall be eligible for benefits on or after November 1.)

Eligible Employee Benefits

Health Insurance and Health Waiver

Health Insurance

- ❖ Ogden Preparatory Academy will contribute to an employee's medical policy premiums according to the following schedule for any employee eligible for benefits and electing to enroll in the insurance offered by the school.
 - Single – \$300/per month.



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- Employee and Children only - \$650/per month.
- Employee and Spouse - \$650/per month.
- Family - \$900/per month.

Health Insurance Waiver

- ❖ Eligible employees: Only employees receiving the Health Insurance Waiver prior to June 2023 without any interruption in receipt after June 2023 are eligible for the Waiver.
- ❖ Health Waiver Stipend may be a \$250 monthly waiver stipend, not to exceed \$3,000 annually.
- ❖ Waiver stipends shall be paid out in conjunction with scheduled paychecks. Retirement Plan (401k)

Ogden Preparatory Academy offers a self-directed 401k matching plan to all eligible employees. Any part-time employee may contribute to their 401k without a match from the school.

Employer Contributions

- ❖ ***Self-directed*** – Ogden Preparatory Academy has contracted with a financial consultant to set up and manage a 401k for the school's employees.
- ❖ ***Ogden Preparatory Academy will match an employee contribution up to an amount equal to 3%, 4% or 6% of a full-time employee's base salary to the employee's 401k plan out of the school's funds.***
 - **3%** for the first 2 years of full-time OPA employment
 - **4%** for the 3rd and 4th years of full-time OPA employment
 - **6%** for OPA employment beyond 4 years
- ❖ For the purposes of the 401K, a year is defined as full-time employment for a minimum of 138 school days of the current year. Partial years (fewer than 138 school days) will not be combined over separate years to form full years.
- ❖ 2 years of part-time OPA employment shall be equivalent to 1 year of full-time employment. Years counted shall be truncated to the nearest whole number of employed years. (ex. A full-time employee who was previously working for 5 part-time years, shall be counted as having 2 (5/2 = 2.5, truncates to 2) years full-time employment for the purposes of 401K matching funds.)
- ❖ ***Vesting Schedule*** –
 - All funds contributed or matched are fully vested (owned by the employee) at the time of contribution (immediately).
- ❖ All funds contributed by the school are in the form of a ***traditional 401k*** (i.e. funds used at retirement are taxable).
- ❖ All matching percentages are reviewed by the Ogden Preparatory Academy Board of Directors annually, and are subject to change due to budget constraints.



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Employee Contributions

- ❖ Employees can contribute to their retirement accounts in a traditional 401k or in a Roth 401k.
 - **Traditional 401k** – contributions are withheld pre-tax (i.e. lowers income and tax liability for the current year). Funds used at retirement are taxable at the current tax rate.
 - **Traditional 401k** is recommended for individuals who are planning on retiring and having a low taxable income at the point when they would be drawing down their retirement. **-Traditional saves money now**
 - **Roth 401k** – contributions are withheld after-tax (i.e. the employee pays the tax now). Funds (principal and interest) used at retirement are not taxed.
 - **Roth 401k** is Recommended for individuals who are planning on having higher taxable income when they draw down their retirement. Also, taxes usually increase over time, so this option would lock in the amount of tax one would pay on future income. **-Roth saves money at retirement**

Dental and Vision

Dental and vision plans are available to all eligible employees. All premiums are paid by the employee through paycheck deductions.

- ❖ Premiums are paid through a pop plan that will save tax dollars (i.e. lower one's income for tax calculations).

Life Insurance

Life insurance is provided to all eligible employees free of cost to employees.

- ❖ Benefits include:
 - \$50,000 of life insurance
 - \$5,000 to \$50,000 of accidental death or dismemberment depending on the situation
 - \$2,000 of dependent life insurance for spouse or dependants
- ❖ Voluntary Life is also available; additional costs shall be paid by the employee for any additional elections for the employee and/or family members.

Supplemental Insurances

Employees may elect to have voluntary life insurance premiums deducted from their paycheck pre-tax. Employees may elect to use supplemental insurances as available; however, premiums will not be pre-tax.



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FMLA (Family Medical Leave Act)

- ❖ Ogden Preparatory Academy participates in FMLA which secures the right of employees to take up to 12 weeks of unpaid time off and have their job held for them.
 - An employee cannot take more than 12 consecutive weeks off. Any paid time off used shall be included in the 12 week period.
 - Ogden Preparatory Academy will continue to pay for benefits according to the employee's benefit option without seeking reimbursement.
 - Employee shall determine how personal time off shall be used while on leave.
 - Employee will be charged for any time used after personal leave is expended according to the school's Personal Leave procedures as outlined in this document.
- ❖ To qualify for FMLA, an employee, or an immediate family member, must be experiencing a "serious health condition" which prevents the employee from performing assigned responsibilities.
- ❖ FMLA personal time off must be authorized by school administration.
- ❖ See the Ogden Preparatory Academy FMLA policy for additional information.

Termination

Any and All benefit payments will cease on the termination date. Benefit dollars shall not be prorated upon termination.

Any insurance benefits will terminate at the end of the month of employment termination.

COBRA (Consolidated Omnibus Budget Reconciliation Act)

Ogden Preparatory Academy participates in COBRA. COBRA provides a way for departing employees to keep their health insurance benefits until they have a chance to secure new health insurance. Terminated employees can elect to have COBRA coverage for up to 18 months after leaving the school by applying and then paying the exact amount the school is billed for the employee's health insurance premium.

Daycare

- ❖ Ogden Preparatory Academy offers a daycare through the Ogden Preparatory Academy Early Childhood Center for OPA Employees' children.



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- ❖ Ogden Preparatory Academy will cover 50% of the employee portion of the daycare fee(s) after the employee has applied for DWS subsidies.
- ❖ For purposes of the daycare, an OPA employee's child may include the following:
 - Employee's natural, adopted, or fostered children.
 - Employee's natural, adopted, or fostered grandchildren.

After School Care

Ogden Preparatory Academy offers an after school care program through the Ogden Preparatory Academy Early Childhood Center. Ogden Preparatory Academy employees may enroll their children in the after school care program during regular work hours at no charge.