

Colonial Heights Public Schools

Benefit Information

VRS Benefits

Retirement & Group Life Insurance for full time employees is provided through the Virginia Retirement System. Employees contribute the mandatory employee share of 5% of their creditable compensation for retirement; CHPS pays the employer share of the creditable compensation. Employees are classified as Plan 1, Plan 2 or Hybrid Plan based on employment history in a VRS covered position.

Please visit www.varetire.org for full retirement plan descriptions and member handbooks.

Life insurance premiums (through Minnesota Life) are paid 100% by CHPS for VRS eligible employees. The benefit is two times annual salary for natural death and 4 times annual salary for accidental death. Additional optional term life insurance is available for purchase to cover spouse and children or to increase the employee benefit.

Health Benefits:

Medical and Dental Insurance is offered to all full time employees with a portion of the premiums paid by CHPS. Employees may choose between two approved plans offered by the school division. These health plans include prescription drug benefits. Dental coverage is provided through Guardian Dental. Employees must opt for the Medical and Dental plan together. Coverage will begin the first day of the month FOLLOWING the employee's first paycheck.

(Detailed information is available through the Health Insurance Benefit Summaries)

A new employee must apply for health and/or dental insurance coverage within 30 days from the date of employment. Enrollment outside of this 30 day period is allowed only in the event of a life change or during the Open Enrollment period which is held every year in the spring. Changes made during the Open Enrollment period will have an effective date of July 1st.

Insurance Premium Conversion provides a tax savings to employees enrolled in a School Board's health insurance plan. Payroll deductions for health insurance are converted from after-tax to pre-tax payments. As a result, the amount deducted for insurance premiums is not taxed.

Optional Vision Insurance is available through Guardian and is selected within the first 30 days of employment or during Open Enrollment.

Savings and Income Protection:

Flexible Spending Accounts allow employees to deduct amounts on a pre-tax basis each pay period for the following accounts: Health Care and Dependent Care. Annual enrollment for this benefit is in September of each year, for an October 1st effective date.

Optional life and accidental death and dismemberment insurance is available through Minnesota Life. This insurance will supplement the basic VRS group life insurance coverage. The plan offers the opportunity to purchase additional insurance at low group rates on the employee and, if desired, family members. New employees have 30 days from date of employment to apply for optional insurance without having to undergo a health screening. After 30 days of employment, the employee is still eligible to enroll, however employee and/or family members will have undergone a health screening.

(Detailed information is available through the Optional Life Insurance brochure).

The Tax Sheltered Annuity Program (TSA 403(b) program) is offered through CHPS and provides all employees the opportunity to put aside money today on a pre-tax basis to build income for retirement. Several companies are approved for payroll deducted TSA contributions. The school division does not provide an employer match for TSAs. *(Detailed information is available through the payroll office).*

In addition, we currently allow payroll deductions for various types of other policies with any of the following companies: AFLAC, American Fidelity, Equitable, Horace Mann, Lincoln National, Mass Mutual, MetLife, Primerica and VALIC. (Detailed information available through the payroll office)

Leave Benefits

Sick leave for full-time employees is earned at the rate of one day for each month of employment and may be carried forward from year to year with some exceptions. **Please refer to School Board Policy GCBD.**

Personal leave is provided for full-time employees. Eligible employees earn three personal leave days per year. Carry forward of personal leave is allowed up to a maximum of two days per year.

Annual leave for 12 month employees is earned monthly and is based on continuous years of service to CHPS in an annual leave earning position.

The Sick Leave Bank provides VRS Plan 1 and Plan 2 employees with 45 days of additional sick leave in the case of a prolonged catastrophic illness. Enrollment requires an employee to contribute one day of his/her own sick leave and to have a personal balance of 10 sick days as of July 1st of the year of application. Employees must apply for participation in the Sick Leave Bank during the enrollment period no later than September 15th. Hybrid employees are not eligible to participate in the Sick Leave Bank.

See full eligibility and participation requirements in School Board Policy GCBD-R2

Short and Long Term Disability Insurance

VRS Hybrid employees receive short and long term disability insurance through the Virginia Local Disability Program (VLDP). Premiums for this insurance are 100% employer paid. **Please see handbook at www.varetire.org, Publications.**

Tuition Assistance

Colonial Heights Public Schools is committed to assisting employees in improving their educational credentials. The School Board will assist qualifying personnel with tuition assistance for completing approved coursework up to \$800 per course limited to one course per semester and two courses per fiscal year.

PAYROLL PROCEDURES

Pay Periods

All Full-time employees are paid on the last business day of every month. Maintenance, food service and transportation employees are also paid on the 15th of each month. Concluding dates for reporting payroll will vary each month. A schedule of the dates is available at each school office and administration building.

Direct Deposit automatically deposits an employee's paycheck in the financial institution of his/her choice.

Required Deductions

Federal Income Tax
State Income Tax
Social Security and Medicare
VRS Employee Contributions (5%)

Optional Deductions:

Health / Dental Insurance (pretax)
Flexible Spending (pretax)
Long Term Care Insurance
Disability Income Protection Insurance
Tax Sheltered Annuities (pretax)
Deferred Compensation Plan (pretax)

Vision Insurance
United Way
Cancer Insurance
Life Insurance
Accident and Critical Care Ins.