



Essex County Public Schools

P.O. Box 756
 Tappahannock, Virginia 22560
 804-443-4366
 804-443-4498 (fax)
www.essex.k12.va.us

Summary of Employee Benefits

This is a summary of available benefits, and is not intended to be all inclusive. Additional details are provided in the Essex County Public School Policy Manual. Benefits are subject to change as deemed necessary by the School Board.

- Full-time employees are defined as those who work at least twenty-five (25) hours per week.
- Certificated employees are defined as persons employed by the School Board who hold teaching certificates issued by the State Board of Education.
- Classified employees are defined as persons employed by the School Board who do not hold teaching certificates.

| BENEFITS | WHO IS ELIGIBLE | WHO PAYS | ELIGIBILITY BEGINS | BENEFITS HIGHLIGHTS |
|--|--|--|--|---|
| HEALTH INSURANCE | Optional for Full-time employees | ECPS/Employee | First of the following month of the employee's employment. | Coverage available for employee and family: The Local Choice (Anthem product) HDHP (High Deductible Health Plan); TLC1000 (\$1,000 deductible); TLC250 (\$250 deductible) |
| VACATION | All full-time 12-month employees | ECPS 100% | Upon Employment | 0-5 years' employment with ECPS – 1 day per month 6-10 years' employment with ECPS – 15 days annually 10+ years' employment with ECPS – 20 days annually |
| SICK LEAVE | All full-time 12-, 11-, 10-month employees | ECPS 100% | Upon Employment | 10-month employees – 10 sick days 11-month employees – 11 sick days 12-month employees – 12 sick days |
| PERSONAL LEAVE | All full-time 12-, 11-, 10-month employees (excludes bus drivers and food service workers) | ECPS 100% | Upon Employment | Each employee receives three (3) personal days per contractual year. Unused personal days will carry over and may accumulate up to five (5) days at the end of a contractual year. |
| TUITION ASSISTANCE | All licensed employees | ECPS/Employee ECPS - \$300 per course | Upon Employment | Maximum of two (2) courses may be reimbursed during a fiscal year (\$300.00 each). Prior approval required. Priority given to those seeking full licensure or add-on endorsement for position. |
| LIFE INSURANCE | Full-time employees | ECPS 100% | Upon Employment | Amount of coverage determined by employee's salary. |
| VRS RETIREMENT | Full-time employees | ECPS – 14.5% Employee – 5% | Upon Employment | School division employees who are eligible will be members of the Virginia Retirement System. Employee retirement benefits shall be governed by the rules and regulations established by the Virginia Retirement System. |
| FAMILY AND MEDICAL LEAVE OF ABSENCE | Full-time employees | N/A | Must be employed 12 months or 1,250 hours before eligible | Family and Medical Leaves of Absence provide position guarantee and protection of benefits. Eligibility for leave dependent upon length of service hours worked per year and reason for leave. |
| SOCIAL SECURITY MEDICARE | All employees | ECPS 50% Employee 50% | Upon Employment | Retirement income, disability income, and Medicare protection as eligible. |
| WORKER'S COMPENSATION | All employees | ECPS 100% | Upon Employment | Hospital, physician care and compensation for job incurred accident or illness as governed by law. |
| JURY DUTY | Full-time employees | ECPS 100% | Upon Employment | Employees called for jury duty may be absent without loss of pay subject to verification of actual days served (verification—copy of Jury Duty summons); Daily rate for jury duty once reimbursed to employee must be paid to the School Board by employee. |
| OPTIONAL BENEFITS | Full-time employees | Employee 100% | Upon Employment | Employees may elect to have payroll deduction for several optional benefits such as life insurance, disability plans, Flex Spending Accounts, 403(b), Virginia Credit Union, Education Association membership dues, River Fitness, BJ's membership discount. ECPS does not contribute to the cost of these plans. |