



SUMMARY OF BENEFITS

Medical Plan Provider

The Congressional Schools of Virginia offers medical coverage to eligible employees through a Health Maintenance Organization (HMO). Currently, Congressional has contracted with the Kaiser Foundation Health Plan of the Mid-Atlantic States to make coverage available to its employees.

All full-time employees are eligible to participate in the Schools' health plan. Congressional shares the cost of medical coverage with the employee. Under the current arrangement, Congressional pays 65% of the premium for both individual and family coverage. The employee pays 35%. Premium rates are subject to change by the HMO annually.

Dental

The Congressional Schools of Virginia offers supplemental dental coverage through Guardian Life to all full-time employees. You must elect these benefits upon hire or wait until the next open enrollment.

Additional Coverage

The Congressional Schools of Virginia has arranged with Colonial Life & Accident Insurance Company to offer regular full-time employees a variety of additional types of insurance coverage. Additional policies are available for short-term disability, critical illness, cancer, and life insurance. Premiums are paid on a pre-tax basis through payroll deduction. Congressional does not contribute toward the cost of this additional coverage. You are eligible to enroll in any of these plans at the time you are hired and each September before school starts.

Short Term Disability

The Congressional Schools of Virginia provides a short-term disability plan to all full-time employees through Unum Life Insurance Company of America. 100% of this premium is paid for by the school.

Retirement

Congressional offers a 403(b) tax advantaged retirement savings plan through Mutual of America. The school matches up to 3% after 1 year. New employees may do an employee only pre-tax deduction after the first month

Legal Resources

School offers a supplemental legal benefit through Legal Resources.



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Leave

Staff employees

All regular full-time staff employees are granted ***Paid Time Off (PTO)*** based on length of service. PTO days are credited to full-time employees on the first day of employment with Congressional Schools.

Faculty

All full-time faculty members are granted 2 personal days and 8 sick days for use during the current school year. Teachers who use two or less sick days in a school year will receive one additional personal day in the next academic year. Part-time faculty members will receive leave on a prorated basis equivalent to the percent of time worked.

Holidays

In general, The Congressional Schools of Virginia observes the following holidays:

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Thanksgiving Day and Friday
Christmas Day

All full-time employees and bus drivers are eligible for holiday pay. Part-time and temporary employees are not eligible to receive pay for time off on a holiday.

Tuition Remission

Effective the 2008-2009 school year: All full time employees receive tuition remission equal to 50% of the tuition charge for children enrolled in grades Preschool through eight. Remission does not apply to charges other than tuition; i.e., lunch, transportation, supplementals and CSPO fees. Extended Hours is provided at no charge. Employees receive the remission for each of their children attending Congressional.

All full time employees receive a 25% discount for children attending Bright Beginnings (6 weeks – 3 years).

Effective summer 2008: Full time employees that are scheduled to work twelve months are granted a 50% remission of camp charges, excluding transportation. Teachers and other staff that are not scheduled to work during the summer will receive a 50% remission for camp fees only if they work during camp sessions in which their child(ren) are enrolled.