

2023-2024 FRINGE BENEFITS FOR FULL-TIME EMPLOYEES

HEALTH, DENTAL AND VISION INSURANCE

The Alleghany Highlands School Board provides three health insurance options to employees and pays a portion of the premium for each plan. All three plans include dental and vision coverage. Plan details are provided during open enrollment each year and upon request at any other time. Plan details are also posted on the division's website.

EMPLOYEE ASSISTANCE PROGRAM

Full-time employees have access to an Employee Assistance Program (EAP) 24 hours per day, 365 days per year (regular part-time employees also have access to EAP).

VIRGINIA RETIREMENT SYSTEM (VRS)

Disability Insurance - VRS Hybrid Employees Only

Full-time employees who are participants in the Virginia Retirement System (VRS) Hybrid Plan are automatically enrolled at no cost in the Hybrid Disability Plan which provides both short and long term disability coverage. Coverage in the Hybrid Disability Plan begins the first day after one year of continuous employment with the Alleghany Highlands School Board regardless of prior employment with other VRS participating employers.

VRS Hybrid Plan participants are not eligible for VRS disability retirement as are Plan 1 and Plan 2 participants.

Health Credit

The Alleghany Highlands School Board pays the full cost of the Virginia Retirement System (VRS) Health Credit benefit that provides assistance toward the cost of health insurance premiums for qualified retirees.

Life Insurance

The Alleghany Highlands School Board pays the full cost of the Virginia Retirement System (VRS) Basic Life Insurance coverage equal to two times the employee's annual salary. Employees may also purchase additional life insurance for themselves, their spouse, and their dependents through VRS.

Retirement (Pension) Benefits

Membership in the Virginia Retirement System (VRS) is mandatory for all full-time employees. The Alleghany Highlands School Board pays the employer share as established by the Virginia General Assembly, and the employee is required to contribute 5% of their eligible salary via payroll deduction.

VRS provides three different retirement plans based upon your membership date in VRS, and each plan provides different levels of retirement benefits:

- Plan 1 – Membership in VRS began prior to July 1, 2010. Note - Participants whose membership is prior to July 1, 2010 but who were not fully vested with five years of membership as of January 1, 2013 are in Plan 2.
- Plan 2 – Membership on or after July 1, 2010 and before January 1, 2014.
- Hybrid Plan – Membership on or after January 1, 2014.

For more information about your Virginia Retirement System benefits please visit the VRS website at <https://www.varetire.org/members/index.asp>.

ANNUAL LEAVE

Twelve-month employees earn Annual Leave as follows:

- 0-10 years of service – 14 days

- 11-15 years of service – 20 days
- 16 or more years of service – 23 days

Annual leave should be taken during the contract year in which it is earned. Twelve-month employees may carry over no more than 12 Annual Leave days from one fiscal year to another. After June 30, of each year an employee may transfer any unused Annual Leave in excess of 12 days to Sick Leave.

Twelve-month personnel may transfer employment years accumulated in other Virginia school divisions up to a maximum of 15 years. It is the responsibility of the employee to initiate the transfer of accumulated employment years.

PERSONAL LEAVE

Full-time employees who work less than twelve months are granted three days of paid Personal Leave each year. If current year Personal Leave is not used during the year, two days may be rolled into the next fiscal year for a maximum cumulative total of five Personal Leave days or they may be converted to Sick Leave or paid out at year end at one-half of the employee's per diem rate of pay.

SICK LEAVE

Full-time employees shall be granted Sick Leave in the amount of one day earned per contract month. For example, 12 month employees earn 12 days annually and 10 month employees earn 10 days annually. For employees who are Plan 1 or Plan 2 participants in the Virginia Retirement System (VRS) no limit is placed on the number of days an employee may accumulate. For employees who are Hybrid Plan participants in VRS, a maximum of 60 days may be accumulated.

SICK LEAVE BANK - VRS PLAN 1 AND PLAN 2 EMPLOYEES ONLY

Membership in the sick Leave Bank is voluntary and limited to full-time employees of the Alleghany Highlands School Board who are Plan 1 or Plan 2 participants in the Virginia Retirement System. The Sick Leave Bank may be used when long-term illness or injury incapacitates a member. Up to 45 days can be requested after all other leave has been exhausted.

TUITION ASSISTANCE

The school division will pay for three credit hours per each 10 year licensure renewal at the Virginia state tuition rate as long as funding remains available. Courses may be taken at any approved college or university or on-line. Employees attending out of state college or university are limited to a reimbursement rate based on state tuition.

VOLUNTARY OPTIONAL BENEFITS

Voluntary Optional Benefits offerings are coordinated by the Alleghany Highlands School Board. Participation in these benefits is strictly voluntary and the employee pays the full cost for such:

- Accident, cancer, and disability Insurance
- Additional/optional life insurance
- Flexible spending accounts (medical and dependent care)
- Health savings account (for high deductible health insurance plan participants)
- 403(b) plans (tax sheltered annuities and investments)

PRE-TAX ADVANTAGE

The Alleghany Highlands School Board complies with Section 125 of the Internal Revenue Code. As a result, flexible spending accounts, health savings accounts, group medical insurance, and certain other insurances are available on a pre-tax basis. You have the option of deducting your premium payments before your pay is taxed resulting in increased take-home pay and reduced income taxes.

For questions about, or assistance with, your employee benefits you may contact the financial services office at (540) 863-1813. You may also visit the school division's website at www.ahps.k12.va.us under Finance and then Additional Resources for additional information.