



Arlington Public Schools

Benefits Summary

Updated August 1, 2011

**Personnel Services
Arlington Public Schools
1426 N. Quincy Street
Arlington, VA 22207
703-228-6101**

ARLINGTON PUBLIC SCHOOLS BENEFITS SUMMARY

The Arlington Public Schools benefits program has been designed to provide a solid foundation of security for you and your family.

COMPENSATION – Salary scales are reviewed annually by the School Board and established for the following school year. Personnel Services publishes and distributes pay plans each year after the School Board adopts its budget.

DIRECT DEPOSIT – Direct deposit **is mandatory** for all employees through electronic funds transfer, directly into their checking or savings accounts. By using direct deposit, employees have access to their funds at the start of the business day on paydays without having to go to the bank. Newly-hired employees will complete a direct deposit authorization form prior to starting work. Employees may utilize any bank of their choice; a special program is available through the Arlington Federal Credit Union.

Arlington Federal Credit Union: **703-526-0200** Online: <http://www.arlingtonvafcu.org/>

PAY DAYS –Employees are paid semi-monthly. Employees who work ten months (e.g., teachers, assistants) have the option of being paid twenty or twenty-four times each year (with certain exceptions). Pay days will be paid on the 15th and the last business day of each month. If the payday falls on a Saturday, employees will be paid on the preceding Friday; if the payday falls on a Sunday the employee will be paid on the following Monday. Employees' pay stubs are only available online.

DEDUCTIONS - All employees have Federal and State income taxes and Social Security taxes deducted from their pay. Employees covered by the Arlington County Supplemental Retirement System have their retirement contributions deducted from their paychecks. Additionally, employees may authorize a number of other deductions, to include: health insurance premiums, dental insurance premiums, 403(b) contributions, United Way contributions, flexible spending account contributions and more.

HEALTH AND DENTAL INSURANCE – The School Board recognizes the importance of maintaining the physical and mental well-being of its employees. Therefore, all regularly employed staff is eligible for enrollment in group health and dental plans.

Health Insurance – Employees may select health insurance coverage for themselves and their family members from either CIGNA or Kaiser Permanente health plans. CIGNA offers two plans. CIGNA Point-of-Service Open Access provides a regional network of physicians. CIGNA Open Access Plus offers a national network of physicians. Both of the CIGNA plans are in- and out-of-network plans. Kaiser Permanente is a stand-alone HMO. The School Board pays a portion of the premium cost for health insurance. The employee's portion of the premium is deducted before Federal and State income taxes and Social Security taxes are computed. Newly hired employees have 31 days from date of hire to enroll for health insurance, which becomes effective on the first of the month following 30 days of employment.

An open enrollment period is held annually. During open enrollment employees can enroll in or change their health insurance coverage. Personnel Services publishes the rates that will be effective for the next plan year in the open enrollment materials.

Cigna - <https://my.cigna.com/corp/portal/app/member/public/guest>

Kaiser Permanente - <http://www.kaiserpermanente.org/>

Dental Insurance – Employees may participate in a dental insurance program to cover themselves and dependents. As with health insurance, the Board pays a portion of the premium cost and the employee’s share is deducted in pre-tax dollars. Newly hired employees have 31 days from date of hire to enroll for dental insurance, which becomes effective on the first of the month following 30 days of employment. As with health insurance, an open enrollment period is held annually, at which time employees can enroll in or change their dental insurance coverage. Personnel Services publishes the rates that will be effective for the next plan year in the open enrollment materials.

Delta Dental - <http://www.deltadental.com/Public/index.jsp>

Vision Care – The School Board does not sponsor a separate vision care insurance program. Employees who are covered by either of the group health insurance plans may obtain vision care using copayments for exams, or by receiving reduced fees for lenses, frames, and contact lenses.

RETIREE HEALTH AND DENTAL BENEFITS – In recognition of the services they have rendered to the school system, the School Board provides health benefits to those employees who at the time of their retirement are enrolled in one of the group health plans. For retirees with 20 or more years of service with APS, the School Board makes the same contribution towards premiums as it does for active employees. The School Board’s contribution is reduced for retirees with less than 20 years of service. Open enrollment for retirees is held annually concurrent with the open enrollment for active employees. Personnel Services publishes the rates that will be effective for the next plan year in the open enrollment materials. Full-time, VRS-covered, A, E, G, T, P-scale employees and Extended Day Supervisors who retire with 15 or more years of service are entitled to receive a credit of \$4.00 per month for each year of VRS service to help defray their health insurance premium costs.

Arlington Public Schools provides dental insurance benefits to retirees who were covered by the employee dental plan at the time of retirement. Retirees who do not elect to enroll at the time of retirement will not be eligible to enroll at a future date. Retirees pay the full premium for this coverage.

Retirees will receive a Delta plan summary and rates during the annual health insurance open enrollment mailing.

FLEXIBLE BENEFITS PROGRAM – The School Board offers two tax deferred Flexible Benefit Programs administered through **CompuSys ERISA** - <http://www.arlingtoncountyflex.com/>, which provide employees the opportunity to save taxes on certain health and day care expenses.

Health Care Flexible Spending Account – Employees can set aside a portion of their pay (up to \$5,000) through pre-tax payroll deductions to be reimbursed for out-of-pocket expenses not covered through their health and/or dental plans (for example, deductibles, co-payments, eye glasses).

Dependent Care Flexible Spending Account – Employees can set aside a portion of their pay (up to \$5,000) through pre-tax payroll deductions to be reimbursed for child care expenses (**only for children under the age of 13**). It may also be used to help pay for the care of a disabled spouse or elder dependent. This account is an alternative to the tax credit an employee can claim on his/her federal income tax.

Newly hired employees have 31 days from the date of hire to enroll in flexible spending plans, which become effective the first of the month following 30 days of employment. An open enrollment period for the flexible spending account program is held annually. Unlike health and dental insurance, employees who wish to participate in this program must re-enroll during each open enrollment period.

LONG TERM DISABILITY INSURANCE – Arlington Public Schools offers a long-term disability plan. The long-term disability insurance program is provided for full-time and part-time employees. For purposes of this coverage, “part-time” is defined as working at least half-time and at least 15 **scheduled** hours per week. After a 30-day elimination period, this plan provides a maximum integrated disability benefit of 60% of income. The School Board pays the full cost of this insurance.

Employees may purchase, through payroll deductions, an increased benefit of 10% to bring the maximum integrated benefit to 70% of income. This voluntary “buy-up” includes a medical premium expense benefit (MPEB) of up to \$200 per month after 90 days. The MPEB is payable for up to 24 months.

LONG-TERM CARE INSURANCE Employees may enroll in a long-term care (LTC) insurance plan through payroll deductions. Coverage is available for employees, their spouses, parents and spouses’ parents. The group plan is offered through the Commonwealth of Virginia and underwritten by Genworth Financial. Long-term care insurance is an important financial planning and asset protection tool that can assist in times of need.

Employees can learn more on the internet at: <http://www.apsva.us/Page/1213>

SCHOLARSHIPS – The School Board provides funds for scholarships to permanent employees to pursue courses of study that are related to their job responsibilities. Payments are based on the University of Virginia undergraduate tuition rate.

LIFE INSURANCE – Employees who are members of the Virginia Retirement System (VRS) are covered automatically by the VRS term life insurance program. Life insurance is valued at two times the employee’s annual salary rounded up to the next \$1,000. The School Board pays the full cost of the premiums. VRS employees also may purchase additional coverage for themselves, for their spouse and/or for their children. The cost of optional insurance is borne by the employee.

Employees who are members of the Arlington County Employees Supplemental Retirement System, but not VRS, are covered by the Arlington Public Schools term life insurance program. The value of this insurance is the annual salary rounded up to the next \$1,000. Arlington Public Schools pays the full cost of the life insurance premium.

Minnesota Life Insurance: Customer Service 1-800-843-8358 available from 7:00 am to 6:00 pm Central Time. Information can also be obtained online: <https://web1.lifebenefits.com/lb/home.htm>

403(b) AND CASH MATCH – The School Board offers a defined contributions program under section 403(b) of the Internal Revenue Code. Under the program employees may invest a portion of their salaries, before income tax deductions, with one of four providers. The School Board will make a matching contribution of \$240.00 per year (\$10.00 per pay period for 24 pay employees or \$12.00 per pay period for 20 pay employees) or 0.4% of the employee’s base pay, whichever is higher, to a separate 401(a) account, currently held with TIAA-CREF.

Arlington Public Schools takes no responsibility for ensuring that employee contributions meet the requirements of the tax code.

There is no open enrollment period for 403(b). Employees may begin or end contributions, choose a new provider, or change the amount of their contributions at any time.

Third Party Administrator of the 403(b) program: TSA Consulting Group
Contact Website: <http://www.tsacg.com>

RETIREMENT

Virginia Retirement System (VRS) Full-time and part-time C, D and M-scale employees hired after July 1, 2001, and A, E, G, P, and T-scale employees, Extended Day Supervisors who work at least half-time, and extended day care aides who work at least 27 scheduled hours per week are automatically members of the VRS. Arlington Public Schools pays the full 5.0% employee contribution and the employer contribution determined by the State. Membership is mandatory for employees in covered positions. Members are vested in the system after five years service. At the time of retirement, the amount of the annuity to which the retiree is entitled is calculated based on the retiree's thirty-six highest consecutive months of salary, the retiree's years of service under the VRS and the retiree's age at the time of retirement. For employees hired on or after July 1, 2010, the calculation is based on the retiree’s sixty highest consecutive months of salary, in addition to the other factors.

A, E, G, P, T, X-scale employees and Extended Day Supervisors who retire with 15 or more years of VRS service are entitled to receive a credit of \$4.00 per month for each year of VRS service to defray their health insurance premium costs.

VRS Customer Contact Center: 1-888-VARETIR (1-888-827-3847)

VRS Website: <https://www.varetire.org/myVRS/>

Basic retirement quotes are available online through **MYVRS**. (<https://www.varetire.org/myvrs/>)

Forms: <http://www.varetire.org/Forms/Index.asp>

For additional information or questions, call the Benefits Retirement Specialist: 703-228-8627

Arlington County Employees Supplemental Retirement System A, E, G, P, T- scale employees and Extended Day Supervisors hired before February 1981 are covered by VRS and by Chapter 35 of the Arlington County Employees Supplemental Retirement System. The School Board pays the full cost of coverage for VRS employees.

C, D and M-scale employees hired before February 1981 are covered by Chapter 21 of the Arlington County Employees Supplemental Retirement System. Full-time and part-time maintenance, custodial, transportation and cafeteria employees, and 27-hour Extended Day Aides, who were employed after February 1981 and before July 1, 2001, and who opted not to be covered by VRS, are members of

Chapter 46 of the Arlington County Employees' Supplemental Retirement System. Members contribute five percent of their salaries to the retirement system in pre-tax dollars. APS contributes a variable amount as determined by the County.

Additionally, APS makes a 4.2% contribution to the defined contribution accounts of Chapter 46 members. Members are vested after five years of service. Like VRS, at the time of retirement, the annuity to which a retiree is entitled is calculated based on the retiree's thirty-six highest consecutive months of salary, the number of years of service under the system, and the age at the time of retirement.

Arlington Retirement Office: <http://www.arlingtonva.us/departments/Retirement/default.htm>

For additional information or questions, call the Benefits Retirement Specialist: 703-228-8627

PAY UPON SEPARATION – Except for summer payments to ten-month employees, when an employee leaves Arlington Public Schools service, a check for all salary earned but not yet paid will be issued.

Annual Leave – Employees who earn annual leave will be paid for all accumulated unused annual leave when they leave Arlington Public Schools service. Employees hired on or after July 1, 2011 will be paid a maximum of 40 days of annual leave.

Sick Leave – Employees with satisfactory performance records who qualify and retire under the Virginia Retirement System or the Arlington County Supplemental Retirement System, and part-time employees who meet the age and service requirements in Arlington Public Schools policy will be paid fifty percent of the value of all accumulated, unused sick leave. Payoffs that exceed \$2,500 will be made in pretax dollars under the Arlington Public Schools Separation Pay Plan.

On Death – When an employee dies, payment for all salary earned, but not yet paid; for all accumulated, unused sick and annual leave; and for five additional days salary will be paid to the direct deposit account on file for the decedent.

LEAVE

For the purposes of leave, the term “days” is defined as an employee’s regularly scheduled daily hours. If an employee is typically scheduled to work a six hour day, a day of leave is equivalent to six hours of leave.

Annual Leave – Twelve-month employees earn annual leave. Depending on the number of years of APS service as a 12-month employee, employees earn 14 to 28 days of annual leave each fiscal year. Employees are encouraged to request annual leave at such times as may be convenient and not in conflict with their responsibilities. Permission to take annual leave must be requested in advance and authorization must be given before annual leave can be taken. Employees can carry no more than forty days of annual leave from one fiscal year to the next. Up to fourteen days of excess annual leave will be credited to sick leave.

<http://www.apsva.us/cms/lib2/VA01000586/Centricity/Shared/school%20board%20policies/35-personnel/35-5-01%20Annual%20Leave%20PIP.pdf>

Personal Leave – Employees who work less than twelve months earn personal leave. Employees are advanced three days of personal leave at the beginning of the school year. Personal leave is provided to enable these employees to attend to personal and business needs that cannot be addressed at times other than their regular hours and days of work. Generally, personal leave cannot be taken on days immediately before or after a school holiday, a legal holiday, the winter vacation, the spring vacation or the summer vacation. Employees may carry a balance of no more than six personal days. Excess personal leave days are credited to the employee’s sick leave balance.

<http://www.apsva.us/cms/lib2/VA01000586/Centricity/Shared/school%20board%20policies/35-personnel/35-5-02-personal-leave-PIP.pdf>

Sick Leave – Sick leave is provided to all full-time and part-time employees. Employees earn one day of sick leave for each month worked. Sick leave may be used for personal illness, or for the illness or death of a member of the employee's immediate family. There is no limit on the amount of sick leave that an employee may accumulate.

<http://www.apsva.us/cms/lib2/VA01000586/Centricity/Shared/School%20Board%20Policies/35-Personnel/35-5-03-sick-leave-PIP.PDF>

SICK LEAVE DONATIONS – Donations of sick leave may be made between employees after the sick employee has been approved for Family and Medical Leave. An employee may request that the Assistant Superintendent, Personnel Services, authorize the solicitation of sick leave donations. If approved, a donation form is forwarded to the requester’s principal or department head for distribution at the employee’s work site. Employees may donate up to five days of accrued sick leave to a co-worker under this program.

<http://www.apsva.us/cms/lib2/VA01000586/Centricity/Shared/School%20Board%20Policies/35-Personnel/35-5-14-sick-leave-bank-PIP.PDF>

FAMILY AND MEDICAL LEAVE – Employees who have completed at least 90 consecutive days of employment with Arlington Public Schools are eligible to apply for family and medical leave. Family and medical leave may be granted for child bearing; for caring for newborn, newly adopted or foster children; for caring for family members with serious health problems; or for recovering from a personal serious health condition. Employees on family and medical leave are guaranteed continued employment status without pay (employees with earned personal, annual and/or sick leave may use this paid leave). Employees who return from leave within 12 workweeks or less are guaranteed their same positions. If an employee on family and medical leave is covered by an APS-sponsored health and/or dental insurance plan, APS will continue to pay the employer's share of the insurance premium during the twelve weeks of the employee's absence. Should an employee not be able to return to work after the twelve weeks of Family and Medical Leave, the employee must apply for a leave of absence. Information regarding the FML procedures is contained within Policy Implementation Procedure 35-5.6.

<http://www.apsva.us/cms/lib2/VA01000586/Centricity/Shared/School%20Board%20Policies/35-Personnel/35-5-06-Family and Medical Leave-PIP.pdf>

WORKERS’ COMPENSATION LEAVE – Workers’ compensation leave is provided to employees who earn sick leave and who are disabled temporarily in the line of duty. Workers’ compensation leave is limited to seven calendar days for any one injury and must be substantiated through the APS workers’ compensation carrier.

<http://www.apsva.us/cms/lib2/VA01000586/Centricity/Shared/school%20board%20policies/35-personnel/35-5-07%20-Workers-Comp-leave%20PIP.pdf>

MILITARY LEAVE - Military leave is available to permanent employees who enter military service in time of war or who are called to military service involuntarily and to members of the National Guard or an organized Military Reserve of the United States.

<http://www.apsva.us/cms/lib2/VA01000586/Centricity/Shared/School%20Board%20Policies/35-Personnel/35-5-08-military-leave-PIP.PDF>

PROFESSIONAL LEAVE – Professional leave is available for attendance at professional activities, workshops, conferences, meetings and courses which are devoted to the improvement of professional skills or which are directly related to the employee's work.

<http://www.apsva.us/cms/lib2/VA01000586/Centricity/Shared/School%20Board%20Policies/35-Personnel/35-5-09-professional-leave-PIP.PDF>

LEAVE FOR RELIGIOUS OBSERVANCES – Leave may be authorized for employees to observe religious holidays. While listed as a type of "leave," this is not a separate leave category. It may be personal leave, annual leave or leave without pay. Additionally, with a supervisor's approval, employees may be granted up to three days in a school year for religious observance without charge to leave. These three days must be made up at a time mutually agreed upon by the employee and the supervisor.

<http://www.apsva.us/cms/lib2/VA01000586/Centricity/Shared/School%20Board%20Policies/35-Personnel/35-5-12-religious-leave-PIP.PDF>

CIVIL LEAVE – Employees may be granted time off from work to fulfill civic responsibilities; to perform public service; or to donate blood. Employees are given time off without loss of pay when performing jury duty; when subpoenaed to appear before a public body, commission or court; when performing civilian duty in connection with the national defense or for the purpose of voting, etc.

<http://www.apsva.us/cms/lib2/VA01000586/Centricity/Shared/School%20Board%20Policies/35-Personnel/35-5-13-other-leave-PIP.PDF>

UNPAID LEAVE – Full-time employees may be granted unpaid leave. There are two kinds of unpaid leave - Leave Without Pay and Leave of Absence.

Leave Without Pay not to exceed a total of twenty days in a school year may be granted on the recommendation of the supervisor and the approval of the Assistant Superintendent for Personnel Services.

A Leave of Absence may be granted, after School Board approval, for professional full-time study; personal family responsibility; service in the Teacher Corps, VISTA, or the Peace Corps, or any other responsible purpose. Leaves of absence are available only to employees who have completed their probationary periods. Employees who are on Family and Medical Leave and need leave in excess of 12 workweeks may request a Leave of Absence. When they return to work, they are placed in comparable positions as soon as one becomes available.

<http://www.apsva.us/cms/lib2/VA01000586/Centricity/Shared/School%20Board%20Policies/35-Personnel/35-5-04-Leave%20of%20Absence-PIP.pdf>

HOLIDAYS – During the 2011-12 school year, Arlington Public Schools observes the following holidays:

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| ➤ Independence Day | Monday, July 4, 2011 |
| ➤ Labor Day | Monday, September 5, 2011 |
| ➤ Columbus Day | Monday, October 10, 2011 |
| ➤ Veterans' Day | Friday, November 11, 2011 |
| ➤ Thanksgiving Holiday | Thursday & Friday,
November 24 & 25, 2011 |
| ➤ Winter Holiday | Friday & Monday
December 23 & 26, 2011 |
| ➤ New Year's Holiday | Friday & Monday
December 30, 2011 & January 2, 2012 |
| ➤ Martin Luther King Jr.'s
Birthday Observance | Monday, January 16, 2012 |
| ➤ Presidents' Day | Monday, February 20, 2012 |
| ➤ Memorial Day | Monday, May 28, 2012 |

Twelve-month employees are excused from work on holidays without charge to leave as long as schools are not in session on those days. If schools are in session on a holiday, all employees are expected to work. Twelve-month employees who work on such a day shall have an extra day of annual leave credited to their accounts. No employee who works on a day when schools are in session is entitled to holiday pay.

<http://www.apsva.us/Page/1227>

EMPLOYEE ASSISTANCE PROGRAM – If an employee or an employee's family member needs assistance in dealing with a personal problem (including problem drinking, alcoholism, drug or chemical dependency; mental or emotional distress; medical, financial or legal problems; and marital or family distress), he or she may contact the Employee Assistance Program (EAP) for help. The EAP works in tandem with the APS health insurance program regarding mental health, and drug and alcohol abuse treatment services.

The EAP is located at 200 N. Glebe Road, Suite 316. Shuttle service is available from the Ballston Metro Station on the Orange line. Contacts with the EAP are confidential. Unless the employee signs a written information release, the EAP staff will not discuss the situation with anyone else. The EAP telephone number is (703) 228-8720. <http://www.apsva.us/eap>

THE CHILDREN'S SCHOOL – Arlington Public Schools provides, for a minimal fee, space, utilities and custodial services to the Children's School, a day care facility for the children of school system employees. The Children's School is an employee-owned and run cooperative. It is located at Reed School, 1644 N. McKinley Road, across the street from the Westover Shopping Center. The telephone number is (703) 532-8232. <http://www.apsva.us/Page/1215>

LIVE WHERE YOU WORK - Arlington Public Schools participates in a housing grant program. The purpose of this program is to assist employees with purchasing a primary residence in Arlington.

Any full-time permanent employee working 30 or more hours per week is eligible. There are no limits to income or type of housing. No credit checks are conducted. For FY 11-12, the grant is equal to 1% of the full-purchase price for a maximum of \$5,100.

<http://www.apsva.us/Page/12426>

CONTACT TELEPHONE NUMBERS

If you have any questions about any of the above areas, staff is available to discuss them with you at the following numbers:

Direct Deposit	703-228-6115
Employee Assistance Program	703-228-8720
Flexible Benefits Program	703-228-6101
Health Insurance	703-228-6105
Holidays	703-228-6103
Individual Early Retirement	703-228-8627
Leave	703-228-6103
Liability Protection	703-228-6101
Life Insurance	703-228-8627
Live Where You Work	703-228-2006
Long Term Disability Insurance	703-228-8627
Professional Standards	703-228-6108
Retirement	703-228-8627
Scholarships	703-228-8639
School Information Center	703-228-7660
403(b)Tax Sheltered Annuities	703-228-6103
Terminal Pay	703-228-6099
The Children's School	703-532-8232
Workers' Compensation	703-228-6105

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