

**BLUFFVIEW MONTESSORI SCHOOL**  
**POLICY 712 EMPLOYEE FRINGE BENEFITS-DRAFT**

**I. PURPOSE**

The Board of Directors recognizes the value of the staff.

**II. GENERAL STATEMENT OF POLICY**

Employees are offered a variety of fringe benefits as compensation for employment.

**III. GUIDELINES 712 EMPLOYEE FRINGE BENEFITS**

- Definitions
- A benefit-qualified employee is an employee who works at least 20 hours each week during the scheduled academic year.
- The Full Time Equivalent (FTE) is defined as the number of hours worked per week divided by 40 hours.
- Last Day of Employment is the last day in which the employee provides service to the company. All compensation due to the employee shall be remitted on the first pay period following the last day of employment. Compensation due will be paid within 16 days according to the regular pay cycle.

**IV. BENEFIT**

**A. Children's House Tuition Assistance**

Benefit-qualified employees may receive up to a 25% discount on the Children's House tuition to a maximum annual discount amount of \$5,000. Benefit-qualified employees will receive an FTE prorated discount amount. In addition, employees hired after the start of the fiscal year will receive an annually prorated discount amount.

**B. Cafeteria Plan**

In addition to Section 125 Cafeteria Plan benefits, all benefit-qualified employees are entitled to an employee pre-tax cash benefit. The maximum amount of this benefit is \$2,800 per year. Benefit-qualified employees will receive an FTE prorated cash benefit amount. In addition, employees hired after the start of the fiscal year will receive an annually prorated cash benefit amount. Employees may use this cash benefit amount for the following authorized Section 125 Retirement Plan expenditures: health and dental insurance and dependent care expenses. Employees may opt to receive their benefit amounts in after-tax cash.

**C. Life Insurance Policy**

All benefit-qualified employees will receive \$25,000 life and short term disability insurance policies paid for by BMS.

**D. AMS membership**

Bluffview Montessori School will pay professional membership dues to the American Montessori Society (AMS) for full-time Montessori certified teachers.

**E. All employees have access to a voluntary 403B employee self-directed retirement plan.**

**F. After School Care Benefit**

Bluffview Montessori School will not charge employees for after school or extended day care services.

**G. Teachers Retirement (TRA) and Public Employee's Retirement (PERA) are offered to employees who are employed in programs managed by public funds.**

**H. Personal Leave Time (PLT) Days**

Benefit-qualified employees are entitled to a maximum of 12 PLT days per year. Benefit-qualified employees will receive an FTE prorated number of these PLT days. In addition, employees hired after the start of the fiscal year will receive an annually prorated number of PLT days. A maximum of 180 PLT days may be carried from year to year.

Employees who have served one (1) or more full years of continuous employment with Bluffview Montessori School may be compensated for up to one half of their total personal leave time each year, up to a maximum of 6 days, if PLT is not used. Request for payment of unused PLT will be submitted by the employee each year during the final staff workshop day. If a request is not submitted on that day, PLT days will be carried over to the following year.

Each employee will be compensated for unused PLT according to the following guidelines.

1. Licensed teachers: 75% of the daily rate based on teacher base pay and FTE.
2. Assistants and Paraprofessionals: 75% of the hourly base pay for the position and the FTE.

Except in cases of illness, PLT must be approved by administration in advance.

PLT time for the days immediately preceding or following the first and last student days of the school year or the days immediately preceding or following break times will be limited. Time off Requests for these times must be submitted two weeks in advance and PLT will be granted dependent on the ability to find substitutes and in the order that requests are received.

An employee who has remained with Bluffview for a minimum of twelve years will receive **Benefit Payment** of accrued PLT at the time of retirement or voluntary separation. Qualified separating personnel are entitled to receive a

**PLT Benefit Payment in cash.** To calculate the value of this benefit the accrued PLT is retired at the rate of \$10/day up to a maximum of 10% of the separating employee's final annual salary amount.

- I. Non-salaried administrative support personnel who are employed 52 weeks per year will be granted vacation as follows:
  - 1. After the first year of service: 1 week.
  - 2. After the second year of service 2 weeks per year.

Vacation will be accrued throughout the year. With the exception of the first year, vacation may be used at any time with the approval of administration. The maximum accrual of unused vacation at the end of the fiscal year shall not exceed one week. Vacation, when authorized, is in addition to PLT benefits described in paragraph (H) of this policy.

**J. Bereavement Leave**

Bluffview Montessori School employees are allowed up to three bereavement days for the death or funeral of an immediate member (parent, child, spouse, or sibling) of the employee's family. These days do not subtract from an employee's PLT days.

**K. Jury Duty**

Jury Duty Employees will be allowed leave to serve on a jury, if summoned. We request that you bring in a copy of your summons notice as soon as you receive it, so that we may keep it on file. If you are called during a particularly busy period, we may ask you to request a postponement. During this time you will be considered on a leave of absence and will be entitled to continue to participate in insurance and other benefits as if you were working. While serving on jury duty, you are expected to call in to your supervisor The Head of School periodically to keep him or her apprised of your status. The School will compensate full-time employees your full pay for the first ten days you serve as a juror. If additional time is required, it will be granted, but without pay.

**L. Leaves of Absence**

Bluffview Montessori School follows all federal and state guidelines including but not limited to FMLA, Minnesota Parental Leave Law and Sick and Safe Leave Law.

