



OGDEN PREPARATORY
ACADEMY

Benefits Handbook

Established: April 21, 2016

Updated: March, 2021

Updated: March, 2022

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Contacts

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Help Desk: 888-700-0808



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Payroll

Salaries

- ❖ Salary amounts are calculated and disbursed according to the schedule in the employee agreement..
- ❖ Salary amount is disbursed in 1/24th increments prorated over the full 12 months of the year.
- ❖ Employees who are not returning and who have completed a full-school year of service, will receive the last paycheck according to the schedule in the employee agreement..
- ❖ If an employee leaves before the end of the school year, they will be paid on a prorated basis, based on the amount of school days worked (i.e. if an employee worked 80 out of the 185 days - the employee will receive $80/185 = 43.2\%$ of their annual salary).

Pay Periods

- ❖ Pay periods are semi-monthly: the first of the month through the 15th, and the 16th through the end of the month.
- ❖ Employees will be paid on the 5th and 20th of each month following the respective pay period.
- ❖ Holidays & Weekends – If the 5th or 20th falls on a holiday or weekend, direct deposit amounts will be available on the day before the holiday or weekend. If the employee does not have direct deposit, their paycheck will be placed in their employee box.
- ❖ Direct Deposit is encouraged. To obtain or change direct deposit, submit a voided check or bank provided form along with the Direct Deposit form to the HR office (Deposit slips and other banking items sometimes have different routing numbers and usually will not work).

Personal Leave

Personal Time Off (PTO)

- ❖ Personal Time off is managed in hours.

Salaried Employees

- ❖ Accrued monthly, August through May. at a rate of the average daily hours per month.¶
- ❖ Full-time, salaried employees receive a total of 80 hours of personal leave (8 hours per school calendar month) each school year. Part-time, salaried employees receive a prorated amount based



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on full time equivalent (FTE).

- ❖ Unused personal time off
 - 40 hours of unused, accrued, personal time off shall be rolled over from year-to-year (or an amount equivalent to ½ the total amount accrued in 1 year.)
 - If an employee anticipates the need for additional time off in an upcoming year, they may request for additional PTO hours be rolled forward with the following conditions:
 - Receive administrative approval,
 - Anticipated leave qualifies under FMLA,
 - Additional rolled leave shall be used only for the anticipated event. Any additional rolled leave shall be paid out at \$10 per hour.
 - Additional unused hours will be paid out at the set payout rate of \$10 per hour.
 - If an employee leaves before the end of the school year,
 - The amount of personal time off will be prorated based on months, or any partial months, worked. (Example: if an employee works August 15 to October 10, they will receive 24 hours personal time off.)
 - Any unused personal time off shall be forfeited. Personal leave may not be used to extend the last day of work.
- ❖ ~~Personal time off is managed in hours used and remaining are displayed in hours and can be viewed on the OPA Dashboard.~~
- ❖ ~~PTO Overage: The employee's calculated hourly rate of pay shall be deducted from the employee's paycheck for each hour of leave PTO overage. Hourly rate of pay, for salaried full-time employees, shall be calculated using the following formula: Salary/Agreement hours. (Full-time employees work 1440 hours/year; hours worked shall be prorated based on FTE.)~~

Hourly Employees

- ❖ Accrued monthly, August through May, at a rate of one half (½) the average daily hours per month. (Employees working 29.5 hours/week, shall accrue 3 hours/month.)
- ❖ Unused personal time off shall be paid at employee's hourly rate after the agreement completion.
- ❖ If an employee leaves before the end of the school year,
 - The amount of personal time off will be prorated based on months, or any partial months, worked.
 - Previously paid hours exceeding the prorated allocation shall be withheld from the final paycheck.
 - Any unused personal time off shall be forfeited. Personal leave may not be used to extend the last day of work.



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- ❖ Other personal time off benefits do not apply to hourly employees.¶

Bereavement:

In the event of a death of a member of an employee's or an employee's spouse's family, including miscarriage or stillbirth, an employee may be excused, without a PTO deduction, for up to the following days as needed for travel and funeral arrangements:

1. Five days for a member of the immediate family.
2. Four days for parents or step-parents.
3. Three days for siblings, in-laws or grandchild.
4. Two days for grandparent or siblings in-law.
5. One day for Uncle, Aunt, Cousin, Niece or Nephew.

Bereavement days shall be consecutive and in conjunction with services. Additional days may be added if travel necessitates additional time. Upon a written request, the Principal may approve additional leave for extenuating circumstances.

Bereavement leave is intended to be used for making arrangements for and attending funeral services and emergency-type business transactions related to the death.

Misuse of PTO

Misuse of PTO shall result in corrective action, which will include forfeiture of salary during the time of misuse and paying the full cost of the substitute. Repeated misuse shall be cause for dismissal.

Absence Excused by Doctor

Any employee absent for more than 5 consecutive school days or requiring extended absences shall provide administration with a physician's note detailing reason and duration of absence.

Eligibility

- ❖ Full-time employees employed by Ogden Preparatory Academy prior to September 1, 2016 shall be eligible for benefits beginning September 1, 2016.
- ❖ Full-time employees employed by Ogden Preparatory Academy after September 1, 2016 shall be eligible for benefits on the 1st of the month immediately after the employee's start date. (Example: a full-time employee who starts working on October 14th, shall be eligible for benefits on or after November 1.)



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Health Insurance and Health Waiver

Health Insurance

- ❖ Ogden Preparatory Academy will contribute to an employee's medical policy premiums according to the following schedule for any employee eligible for benefits and electing to enroll in the insurance offered by the school.
 - Single – \$300/per month.
 - Employee and Children only - \$650/per month.
 - Employee and Spouse - \$650/per month.
 - Family - \$900/per month.

Health Insurance Waiver Option

- ❖ Employees who have health insurance coverage through other means shall receive a \$250 monthly waiver stipend, not to exceed \$3,000 annually..
- ❖ Waiver stipends shall be paid out in conjunction with scheduled paychecks.



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Retirement Plan (401k)

Ogden Preparatory Academy offers a self-directed 401k matching plan to all full-time salaried employees. All part-time employees may contribute to their 401k without a match from the school.

Employer Contributions

- ❖ **Self-directed** – Ogden Preparatory Academy has contracted with a financial consultant to set up and manage a 401k for the school’s employees.
- ❖ **Ogden Preparatory Academy will match an employee contributions up to an amount equal to 3%, 4% or 6%** of a full-time employee’s base salary to the employee’s 401k plan out of the school’s funds.
 - **3%** for the first 2 years of full-time OPA employment
 - **4%** for the 3rd and 4th years of full-time OPA employment
 - **6%** for OPA employment beyond 4 years
- ❖ For the purposes of the 401K, a year is defined as full-time employment for a minimum of 138 school days of the current year. Partial years (fewer than 138 school days) will not be combined over separate years to form full years.
- ❖ 2 years of part-time OPA employment shall be equivalent to 1 year of full-time employment. Years counted shall be truncated to the nearest whole number of employed years. (ex. A full-time employee who was previously working for 5 part-time years, shall be counted as having 2 ($5/2 = 2.5$, truncates to 2) years full-time employment for the purposes of 401K matching funds.)
- ❖ **Vesting Schedule** – The school has an automatic vesting schedule.
 - All funds contributed or matched are fully vested (owned by the employee) at the time of contribution (immediately).
- ❖ All funds contributed by the school are in the form of a **traditional 401k** (i.e. funds used at retirement are taxable).
- ❖ All matching percentages are reviewed by the Ogden Preparatory Academy Board of Directors annually, and are subject to change due to budget constraints.

Employee Contributions

- ❖ Employees can contribute to their retirement accounts in a traditional 401k or in a Roth 401k.
 - **Traditional 401k** – contributions are withheld pre-tax (i.e. lowers income and tax liability)



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for the current year). Funds used at retirement are taxable at the current tax rate.

- **Traditional 401k** is recommended for individuals who are planning on retiring and having a low taxable income at the point when they would be drawing down their retirement. **-Traditional saves money now**
- **Roth 401k** – contributions are withheld after-tax (i.e. the employee pays the tax now). Funds (principal and interest) used at retirement are not taxed.
 - **Roth 401k** is Recommended for individuals who are planning on having higher taxable income when they draw down their retirement. Also, taxes usually increase over time, so this option would lock in the amount of tax one would pay on future income. **-Roth saves money at retirement**

Dental and Vision

Dental and vision plans are available to all full-time salaried employees. All premiums are paid by the employee through paycheck deductions.

- ❖ Premiums are paid through a pop plan that will save tax dollars (i.e. lower one's income for tax calculations).

Life Insurance

Life insurance is provided to all full-time salaried employees free of cost to employees.

- ❖ Benefits include:
 - \$50,000 of life insurance
 - \$5,000 to \$50,000 of accidental death or dismemberment depending on the situation
 - \$2,000 of dependent life insurance for spouse or dependants
- ❖ Voluntary Life is also available; additional costs shall be paid by the employee for any additional elections for the employee and/or family members.



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Supplemental Insurances

Employees can elect to have voluntary life insurance premiums deducted from their paycheck pre-tax. Employees may elect to use supplemental insurances through Aflac or Allstate; however, premiums will not be pre-tax.

FMLA (Family Medical Leave Act)

- ❖ Ogden Preparatory Academy participates in FMLA which secures the right of employees to take up to 12 weeks of unpaid time off and have their job held for them.
 - An employee cannot take more than 12 consecutive weeks off. ~~A-If they would like to use PTO,~~ any paid time off used ~~shall~~would be included in the 12 week period.
 - Ogden Preparatory Academy will continue to pay for benefits according to the employee's benefit option without seeking reimbursement.
 - Employee shall determine how personal time off shall be used while on leave.
 - Employee will be charged for any time used after personal leave is expended according to the school's Personal Leave procedures as outlined in this document.
- ❖ To qualify for FMLA, an employee, or an immediate family member, ~~must~~would be experiencing a "serious health condition" which prevents the employee from performing assigned responsibilities.
- ❖ FMLA personal time off must be authorized by school administration.
- ❖ See the Ogden Preparatory Academy FMLA policy for additional information.

Termination

All benefit payments will cease on the termination date. Benefit dollars shall not be prorated upon termination.



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COBRA (Consolidated Omnibus Budget Reconciliation Act)

Ogden Preparatory Academy participates in COBRA. COBRA provides a way for departing employees to keep their health insurance benefits until they have a chance to secure new health insurance. Departed employees can elect to have COBRA coverage for up to 18 months after leaving the school by applying and then paying the exact amount the school is billed for the employee's health insurance premium.