2019-2020 Summary of Employee Benefits for Full-Time Employees
Full-time employees work a minimum of 1,000 hours per year.

RETIREMENT PLAN
The School contributes 7.5% of the employee’s contract salary each year to a 403(b) Defined Contribution Retirement Plan for employees at least 21 years of age who have completed one year of full-time employment with St. Christopher’s School or similar experience at another institution. In addition, the School will provide a matching contribution equal to 1.5% of contract salary if the employee makes an elective deferral equal to or greater than 1.5% of contract salary to their 403(b) Defined Contribution Retirement Plan, for a potential School contribution of 9.0%.

MEDICAL INSURANCE
The School will pay 100% of the Consumer Directed Health Plan (also known as the High Deductible Health Plan), including vision coverage, for the employee. Employees may choose to add dependents or upgrade to a more traditional PPO Plan by applying the School’s contribution to the monthly premium cost.

DENTAL INSURANCE
Employees may choose from the plans currently offered and are responsible for 100% of the premium.

LONG TERM DISABILITY & PROFESSIONAL LIABILITY INSURANCE
Long term disability and professional liability insurance are provided at no cost to the employee.

LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE
Life and Accidental Death & Dismemberment Insurance are provided at no cost to the employee equal to 1x’s the employee’s contract salary. Additional supplemental coverage for the employee and their dependents is available to employees at their own expense.

FLEXIBLE BENEFITS PLAN/HEALTH SAVINGS ACCOUNT
Employees have the opportunity to participate in pre-tax savings accounts through either a medical flexible spending account or a health savings account.

TUITION REMISSION
JK-12
Administrators and Faculty employees that have completed three years of full-time employment with St. Christopher’s School or similar experience at another institution will be eligible to receive full JK-12 tuition grants for their children enrolled in St. Christopher’s or St. Catherine’s Schools. Grants do not include non-tuition expenses such as fees, books, supplies, etc.

Extended Day
Employees receive full tuition remission for Extended Day services for the period of time up until the end of their regular workday.

Summer Programs
Employees are eligible to receive discounts on Summer Programs offered by St. Christopher’s School. Discounts are also available for summer Extended Day offerings.
MEALS
Employees receive lunch at no expense while School is in session. In order to perform normal mealtime
duties, all full-time employees, as well as their immediate families, may receive breakfast five days a
week and dinner two days a week at no expense when dinner or breakfast is served.

LEAVE POLICIES
Sick Leave
Employees receive ten (10) paid sick leave days per fiscal year and may accumulate and carry
forward any unused sick leave days to a maximum of sixty (60) days.

Vacation
Vacation days are available to 12-month employees based on their job classification and continuous
length of service. Please contact the Business Office for additional information.

Bereavement/Funeral Leave
Employees may take up to five (5) days of paid bereavement leave for an immediate family member.
Employees may also take one day off per year with pay to attend the funeral of a relative outside the
immediate family.

Additional Leave
Additional Leave of no more than five business days beyond those listed above may be granted
subject to the discretion of the employee's Division Head or the Head of School.

PROFESSIONAL DEVELOPMENT
The School is committed to supporting the professional growth of employees and will cover costs
associated with job-related courses, workshops, conferences, professional associations and graduate
degrees. Coverage of costs is budget dependent year to year and subject to the approval of both the
employee's Division Head and the Head of School.

ONSITE CHILDCARE
Little Saints, an on-site daycare facility, is available to employees on a voluntary basis and at the
employee's expense.

ATHLETIC AND FITNESS CENTER
Kemper Athletic and Fitness Center is open to employees subject to Athletic Department Rules and
Guidelines.

CAMPUS HOUSING
St. Christopher's may provide an employee with on-campus or School-owned housing as a condition of
employment to better accommodate student access to faculty and administrators outside of the normal
School day.

St. Christopher’s School does not discriminate in employment opportunities or practices on the basis of
race, color, sex, national or ethnic origin, sexual orientation or disability.

Revised May 2019