

POLICIES PERTAINING TO OUR EMPLOYEES

COMPENSATION, BENEFITS & PAY SCHEDULES

Compensation:

Employee compensation shall be based upon contract where applicable, or upon the approved pay schedule, as such may be amended from time to time. Employees are responsible for reviewing their own pay records and verifying the information and the appropriate amount of compensation described therein.

Employee Benefits:

Employee benefits for choose full time employees shall include:

1. Enrollment in the Texas Retirement System
2. Group health insurance
3. Paid Time Off

COBRA Benefits:

As part of the health insurance benefits, continuation of coverage shall be offered pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA provides employees with an opportunity to continue health care insurance coverage when a "qualifying event" would ordinarily terminate the coverage. Some of the more common "qualifying events" include death, resignation, termination, reduction in hours, leaves of absence, divorce, or loss of eligibility of a dependent. COBRA permits an employee to pay the full cost of coverage at the rates paid by the school plus an administrative fee.

Employees shall notify the school's group health insurance plan administrator within thirty (30) days of the death, termination, the reduction of hours of a covered employee, or of the eligibility of an employee for Medicare benefits.

Date Adopted: November 4, 2000