

Area Education Agency 267
2011-2012 BENEFITS & EMPLOYMENT INFORMATION SUMMARY FOR ADMINISTRATIVE STAFF

Payday:	Twelve per year, paid on the last business office working day of each month.
Sick Leave:	15 days per year, or prorated portion thereof, with maximum accumulation of 150 days.
Personal Leave:	Two days per year, or prorated portion thereof. Must be applied for two working days in advance, except in cases of emergency. These days are non-accumulative.
Vacation:	Earn 20 days per contract year. Vacation is earned on a monthly basis.
TSA:	A tax sheltered annuity of 6.8% of salary is provided by the Board.
Health/Major Medical Insurance:	Coverage is provided by Wellmark Blue Cross/Blue Shield (Alliance Select) and paid for by the Agency (Core Plan). Dependent health/major medical insurance is available with Board paying 100% of Dependent cost (Core Plan). More information will be given upon employment with AEA 267.
Dental Insurance:	Delta Dental insurance is available to all employees and is paid by the Agency. Cleaning and check-up paid once every six months, x-rays once per year. \$25 deductible per person (does not apply to routine services). After the deductible is met, 80/20 for minor work and 50/50 for major work. Does not cover orthodontics for adults (does cover 50% for dependent children, if you choose family coverage). Dependent dental insurance is available with Board paying 100% of cost. Cost is \$47.26 per month.
Term Life Insurance:	Life insurance of three (3) times your salary is provided to you by the Board. You may purchase life insurance of \$5,000 for spouse and \$2,500 for each dependent child at a cost of \$1.50 per month.
Additional Optional Life Insurance:	Additional optional life insurance may be purchased for the employee, spouse and/or dependents at employee cost. More information will be given upon employment with AEA 267.
Long Term Disability Insurance:	If you become disabled and unable to work during your employment with AEA 267, and qualify for LTD insurance, this will pay you up to 70% of your salary (after 90 consecutive days or end of sick leave, whichever is greater).
Workers Compensation:	Coverage is provided as required by law. Any employee injured on the job <u>must</u> complete the necessary injury report form within 24 hours. Forms are available in the AEA 267 Business Office and online.
Liability Insurance:	Provided by the Agency as specified by Iowa law.
Retirement System:	Participation in the Iowa Public Employees Retirement System is mandatory. Employee contributes 5.38% of salary and Board contributes 8.07% of salary. Additional information is provided upon initial employment.
Holidays/Office Closed Days:	There are approximately twelve paid holidays/office closed days during the contract year for 260 day administrative staff.
Section 125 Program:	The Agency does participate in a Section 125 Program. Our program is administered by Wellmark Blue Cross/Blue Shield for the current contract year. You may participate under child care and/or unreimbursed medical costs as well as for the premium cost of medical and/or dental insurance you must pay for.