

Full-Time Benefit Overview

CORE BENEFITS

AACTE is committed to providing a rich benefit package to our employees that gives them an array of insurance choices. We cover 100% of Core Benefits.

- CareFirst BlueChoice Open Access POS medical insurance for employee-level coverage
- MetLife dental for employee-level coverage
- Long-term disability that begins at day 91 of a disability and provides 60% of salary to maximum of \$8,000 per month
- Life insurance - 200% of annual salary to a maximum of \$200,000
- Employee Assistance Program provides confidential counseling services for the employee and their family
- Up to \$255 per month in Metro benefits
- 7.5% contribution to the 403(b) retirement plan after one year of employment; employees may contribute immediately

PAID LEAVE

Annual Leave

Employees are eligible for annual leave immediately upon hire.

- Vice presidents earn 6 hours/pay period
- Other full-time employees earn 4 hours/pay period for the first 3 years, 6 hours/pay period thereafter
- Maximum accrual for annual leave: 200 hours/calendar year

Sick Leave

Full-time employees are eligible for sick leave immediately upon hire.

- Vice presidents earn 6 hours/pay period
- Other employees earn 4 hours/pay period for the first year, 6 hours/pay period thereafter
- Part-time employees are eligible for sick leave after being employed for 1 year and working 1,000 hours
- Maximum accrual for sick leave: 375 hours

Personal Leave

Available to employees after 180-day period

- Employees hired between Jan. 1 and June 30 earn 2 work days of personal leave
- Employees hired after June 30 earn 1 work day of personal leave

WORKWEEK

Employees enjoy a regular 37.5-hour workweek.

HOLIDAYS

Employees receive 12 paid holidays.

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

ANCILLARY BENEFITS

Employees may opt to add these benefits by paying out of pocket.

Aflac

Aflac pays cash benefits directly to you, unless you choose otherwise, for out-of-pocket expenses associated with accident, disability, hospitalization, etc. depending on the plan(s) you choose.

- Accident Indemnity
- Cancer Care
- Critical Care and Recovery
- Hospital Confinement Indemnity

Legal Shield

Your LegalShield and IDShield employee benefits give you access to top-rated law firms across the country to protect your legal rights in ANY situation.

Take Care by WageWorks Flexible Spending Account (FSA)

Take Care by WageWorks Flexible Spending Account (FSA) is a pre-tax benefit used to pay for eligible medical, dental, vision care, and dependent care expenses.

