

## PERSONNEL

File: GCBC-R

### STAFF FRINGE BENEFITS

A program of fringe benefits will be provided to Charlottesville City Schools' employees. The fringe benefit package will vary for full-time versus part-time employees and will include a variety of available leaves from work, vacation, holidays, medical insurance, access to Virginia Retirement System, tuition reimbursement, workers' compensation and optional retirement and flexible spending programs.

1. As a part of the hiring process, all potential employees shall receive an orientation to the fringe benefit package offered by Charlottesville City Schools and provided with eligibility criteria for each component.
2. All components of the fringe benefit offerings shall be explained in the Employee Handbook with criteria and offerings for all classifications of employees to include full-time, part-time, professional, classified/support.
3. Each employee shall complete any required paperwork for participation in any component of the fringe benefit package when hired and annually, as needed, to continue with the package.
4. Each employee shall comply with the eligibility criteria for participation as defined in the orientation, annual description or enrollment process.
5. The employees shall be responsible for notifying the Department of Human Resources if the status for eligibility for any part of the fringe benefit program changes and amendments are necessary.
6. Changes may be made in the fringe benefit program offered to employees. When changes are made by the Superintendent and/or School Board, employees shall be notified of the change and an explanation of the impact on employees will be provided.

#### Insurance

1. Employees will be eligible for workers' compensation and unemployment insurance as required.
2. The Director of Human Resources shall annually review these programs and provide verification that the programs are being followed.
3. Descriptions of the programs and procedures are located in the Employee Handbook.
4. The School Board offers a comprehensive health care plan for eligible employees.
5. All employees must comply with enrollment procedures to participate. The procedures for enrollment will be provided to all new employees during the hiring process and annually for all returning employees.

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6. The School Board provides a group life insurance program through the Virginia Supplemental Retirement System for all full-time employees.

### Payroll Deductions

1. Benefits eligible for payroll deduction shall be made at the written request of the individual employee desiring such deduction(s).

### Disability Leave

1. Charlottesville City Schools provides disability leave benefits for all VRS eligible employees at no cost to the employee. The disability benefit is mandated by the State for Hybrid VRS employees. Charlottesville City Schools provides a comparable disability benefit for VRS Plan 1 and Plan 2 employees to compliment the disability component of these plans.

### Leave

1. Regulations regarding leave benefits shall be located in regulations for Policy GCPD (File GCPD-R).

### Pay for Unused Sick Leave Upon Voluntary Termination of Employment

1. Employees who have been employed by Charlottesville City Schools for a period of three consecutive years shall be eligible for payment of unused sick leave with voluntary termination of employment.
2. Payment of unused sick leave will be made at the rate of \$10 per day.
3. The maximum number of days for which payment is made will not exceed 25 days.
4. Payment will be made only for days of sick leave earned while an employee of the Charlottesville City Schools. Payment will not be made for days transferred from another employer.
5. Requests for payment must be made within 30 days of termination and shall be requested from the Director of Human Resources on forms provided by the Department of Human Resources. Payment must be made during the same calendar year in which the termination occurs.
6. If an employee has applied for accumulated sick leave and dies prior to receipt of the money, the payment will be made to the employee's beneficiaries.

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## Retirement Benefit

### Eligibility for Benefit:

To receive the retirement benefit providing for sick leave payout, service credit, and assistance with health insurance coverage, an employee must meet the following criteria:

1. Currently employed by CCS
2. Eligible for full retirement under VRS (Employees who retire under VRS with less than full-time benefits are eligible for sick leave payout and service credit.)
  - Age 65 with a least 5 years of service credit; or
  - Age 50 with at least 30 years of service credit
3. Employed in a full-time position
  - Category A: All employees in a full-time VRS covered position working 7 or more hours a day.
  - Category B: All employees in a full-time VRS covered position working less than a 7 hour day schedule.

Employees retiring under the disability provision of VRS and/or Social Security are not eligible for this benefit.

### 1. Sick Leave Payout

Eligible employees who retire effective June 30, 2010 or after and have 3 or more consecutive years of service with CCS will receive payment for unused sick leave as described below:

Years in CCS	Pay-out Rate
Less than 10 years	\$10 a day
10 through 19 years	\$20 a day
20 through 29 years	\$30 a day
30 or more years	\$40 a day

### 2. Service Credit

Eligible employees who retire effective June 30, 2010 or after and have 5 or more consecutive years of service with CCS will receive \$200 a year for years of service up to a maximum of \$6000.

### 3. Health Insurance Coverage

Eligible employees who retire effective June 30, 2010 or after and have 10 or more consecutive years of service with CCS will receive an annual allotment to assist in paying for individual health insurance coverage with Charlottesville City Schools. The maximum allotment is as follows:

- Category A: \$4000
- Category B: \$2000

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Health insurance coverage is effective for up to 7 years or until the employee is eligible for Medicare, whichever occurs first.

Employees who are not eligible for or do not choose health insurance coverage will receive a one-time payment of:

Category A: \$5000

Category B: \$2500

#### 4. Retirement Incentive

Eligible employees who sign up for retirement at least five (5) months prior to the retirement date will receive a bonus of \$1000.

#### 5. 403 (b) Retirement Savings Accounts

Employee accounts are commonly referred to as Tax Sheltered Annuities or TSA. This is due to the fact that only standard interest annuities and variable annuities were allowable account types until the passage of the Employee Retirement Income Security Act (ERISA) in 1974. This development added mutual funds under custodial arrangements as an additional investment option. All regularly scheduled employees may elect to contribute a limited portion of their salary before taxes to one of the authorized plans available through the Charlottesville City Schools.

Types of 403 (b) Accounts:

Eligible employees may choose from several types of 403 (b) TSA accounts for retirement savings. The different plans listed below represent the majority of all account types currently available.

A. 403 (b) - Standard Interest Annuity

B. 403 (b) - Variable Annuity

C. 403 (b) – Custodial Accounts

Additional information and procedures for all benefits are located in the Employee Handbook. The Employee Handbook is located on the CCS website and is available in each school.

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Legal Reference: Code of Virginia, 1950, as amended, sections 22.1-85

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Cross Reference: [GBO](#) Virginia Retirement System  
[GCBD](#) Staff Leaves and Absences