

Adopted: February 13, 2014
Revised: February 13, 2023

COMMUNITY OF PEACE ACADEMY POLICY No. 4.3.1 EMPLOYEE BENEFITS

I. PURPOSE

The purpose of this policy is to provide compensation and benefits packages that attract and retain high quality professional faculty and staff. The school seeks to offer a total compensation package that is market competitive, fair to employees, and affordable for the school.

II. POLICY STATEMENT

Community of Peace Academy provides a competitive benefits package for the health and financial security of its employees who are eligible for such benefits.

III. POLICY

- A. Regular full-time employees, as defined in Policy 4.3.2, will also be provided with the option to elect additional employee benefits. Regular full-time employees who elect such benefits will have the employee-paid portion of the benefits deducted from their pay on a pre-tax basis. Regular part-time employees whose hours temporarily increase to cover for other employees are not eligible for benefits.
- B. The existence of some of the benefit programs such as health insurance, dental insurance and other benefits not mandated by law, does not constitute an entitlement to such benefits and does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs. The school reserves the right and maintains the discretion to add, revise, drop and interpret the benefits program.
- C. This policy does not contain the complete terms and/or conditions of any of the school's current insurance benefit plans. It is intended only to provide general explanations. If there is any conflict between this policy and any documents issued by one of the school's insurance carriers, the carriers' guideline regulations will be regarded as authoritative.
 1. The following benefit programs are available to eligible employees:
 - Medical Insurance

- Dental Insurance
- Life Insurance
- Long-Term Disability
- AD&D Insurance
- Supplemental Insurance
- Health Savings Plan

In addition, Community of Peace Academy provides a comprehensive workers' compensation insurance program at no cost to employees, a wide range of paid and unpaid leave including Family and Medical Leave of absence, and a tuition remission agreement with the University of St. Thomas.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Employees can refer to plan documents for eligibility and specific plan provisions concerning individual benefits programs. Additional information regarding Employee Benefits is included in the Staff Handbook.

Legal Reference: *Pine River State Bank v. Mettille*, 333 N.W.2d 622 (1983)