



# **Friends School**

**BALTIMORE • 1784**

## **Friends School of Baltimore 2025 SUMMARY OF BENEFITS**

**Summary of Benefits Available to Full-Time Employees: (Employees must work a minimum of 30 hours per week to be considered a full-time employee.)**

- Medical Insurance - Three Cigna plans are available to include: a qualified high deductible health plan, HMO and PPO option. In addition, Friends School offers the Kaiser Permanente Signature HMO.
- Dental Insurance – Two dental plans are available through Cigna and one Dominion Dental option.
- Vision Insurance – One vision plan is available through VSP.
- Life/AD&D Insurance - Two times salary, premium for first \$50,000 paid by Friends School. Full Time employees are required to enroll in this benefit.
- Voluntary Group Life Insurance – Additional life coverage available for employees, as well as coverage may also be purchased for spouse and child(ren).
- Short-Term Disability – Provides income replacement in the event of a disability. Friends School covers the cost associated with this benefit.
- Long-Term Disability – Provides income replacement in the event of a disability that extends beyond 90 days. Full-time employees are required to enroll in this benefit.
- Employee Assistance Program – Available to employees and their immediate family members.
- Flexible Spending Accounts – Available for both medical and dependent care.
- Health Savings Account-Available to eligible employees enrolled in the high deductible plan.
- 403(b) Retirement Plan – There is no waiting period to enroll in the plan. Traditional contributions and/or Roth contributions available. Employees projected to work 800 hours or more per year may participate in the plan. Friends School provides up to a 5% match with immediate vesting for employees who are projected to work 1,000 hours per year.
- Legal Assistance – Legal services plan available through Legal Resources.
- Professional Study/Tuition – Provide partially paid professional study beyond undergraduate degree. (Non-teaching employees must be in a 12-month position and work 40 hours per week.)
- Computer Purchasing Policy – Provides interest-free computer loan.
- Vacation Leave – Available for 12-month employees.
- Personal Leave – Two days may be taken per year.
- Sick Leave – Up to ten days per year. Carryover up to eight unused days per year permitted.
- Paid Holidays – Generous holiday schedule.



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- Summer Grants – Provides a focused, enriching experience for employees engaged in long-term teaching and/or administrative careers.
- Tuition Remission – Provides a 40% reduction in tuition fees. (Non-teaching employees must be in a 12-month position and work 40 hours per week.)
- Convenient payroll deductions are available for tuition payments.
- Priority enrollment in Little Friends and a reduced tuition rate
- Credit Union – First Financial Federal Credit Union.

## **Summary of Benefits Available to Part-Time Employees:**

- Dental Insurance – Two dental plans available through Cigna and one Dominion Dental option is available.
- Vision Insurance – One vision plan available through VSP.
- Flexible Spending Accounts – Available for dependent care.
- 403(b) Unmatched Retirement Plan – Traditional contributions and/or Roth contributions available. Must be projected to work 800 per year to enroll, immediate eligibility.
- Legal Assistance – Legal services plan available through Legal Resources.
- Sick Leave – Available on a pro-rated basis.
- Paid Holidays – Generous holiday schedule.
- Credit Union – First Financial Federal Credit Union.
- Convenient payroll deductions are available for tuition payments.
- Priority enrollment in Little Friends and a reduced tuition rate.

## **Summary of Benefits Available to Casual Employees:**

Casual employees include, but are not limited to: substitutes, coaches, private music teachers, security/traffic officers, extended day and summer camp staff.

- Credit Union – First Financial Federal Credit Union.
- ESS (Earned Sick and Safe Leave) – for employees regularly scheduled to work 12 or more hours per week.

After signing a consent form, all employees are welcome to access our onsite Fitness Center.

For detailed information, please contact Katrina Gray, Director of Human Resources

Phone: (410) 649-3267

Email: [kgray@friendsbalt.org](mailto:kgray@friendsbalt.org)

*This is a general summary. In the event of a discrepancy between this summary document and the plan contract, the plan contract will govern. (Benefits are subject to change.)*