

**Marion County Board of Education
Summary of Benefits
(For Regular Employees)**

Name of Benefit	Information	How to Handle During a Leave Of Absence
Bereavement Leave	Payment for limited time off due to the death of specific relative. These days are chargeable to the employee's sick leave accumulation.	
Credit Union	Both direct deposit and savings may be handled through payroll deductions.	Deductions cease for the period of absence.
Dental/vision Insurance Plan – Provided to all regular employees; must enroll, no cost to employee	Effective date: 1 st day of month following date of employment or enrollment, whichever is later	
Dependent Life Insurance - Optional coverage	Personnel enrolled in the WV Health Benefits Plan are eligible for \$5,000 - \$40,000 life insurance for spouse and/or \$2,000 - \$15,000 life insurance for child(ren).	Employee may continue to pay premium by personal check while on leave of absence.
Flexible Spending Accounts	This program allows employees to set aside funds on a pre-tax basis for dependent and medical expenses.	No payroll deductions available.
Holidays	The following holidays are paid when they fall within the employment term: Labor Day, Veterans Day, Thanksgiving Day and the day after, Christmas Day and the day before, New Year's Day, Martin Luther King Jr.'s Birthday, Good Friday, Memorial Day, Independence Day, Primary and General Election Days, and up to six outside the school environment days. Employees with contracts of 240 days or greater in length also receive West Virginia Day, and Independence Day as paid holidays.	
Jury Duty	Employees shall be excused from work duty on those days which he or she serves on a jury. The employee shall be compensated for each day of jury service; the difference between that allowed for such jury service(exclusive of travel and meal allowance) and the employee's daily rate of pay.	

Leave of Absence	For advanced study, maternity, paternity, child care, family or personal prolonged illness.	
Liability Insurance	Comprehensive Liability Insurance is provided thru the State of WV. This insurance covers job-related liability exposure for all employees. The program provides a minimum on one million dollars in liability coverage per occurrence.	
Life Insurance – Additional optional insurance is available.	Personnel enrolled in the PEIA Health Insurance Plan are eligible for additional life insurance up to \$500,000.	Employee may continue to pay premium by personal check while on leave of absence.
Pathways to Wellness	Marion County Board of Education supports PEIA's Pathways to Wellness Program.	
PEIA Health Insurance – All regular employees – Optional enrollment basic policy \$10,000 life and combination hospitalization and major medical	Effective date – 1 st day of month following date of employment / enrollment whichever is later.	Employee is responsible for their share of the premium while on leave.
Personal Leave	Payable for three days of absence per year. Up to two days per year may be carried over to the next school year, with a maximum allowable of five personal days each school year. These are chargeable to the employee's sick leave accumulation and must be approved by supervisor.	
Retirement – All regular employees- Mandatory Enrollment	The Teacher's Retirement System provides a retirement program in which all regular employees of the school system must participate .	No deduction or retirement credit earned during leave of absence.
Sick Leave	Payment of time off while employee is ill. This accumulates at the rate of one and one-half days per contract month, without limit. All payable leave comes from this accumulation. No cash distribution upon termination or death.	
Smart 529 West Virginia's College Savings Plan	Tax advantaged savings plan designed to encourage families to save for college.	
Tax Deferred Annuity (403b)	A tax deferred investment for retirement savings is available to all employees thru several annuity carriers. Employee is responsible to contact participating carriers. Listing of carriers available from the insurance office.	Deductions cease for the period of absence and may be resumed upon reinstatement. Deductions cease for the period of absence and payments must be made directly to Credit Union.
Vacation	For 240 and 261 day employees. Based on length of	

	service. Must be approved in advance by a supervisor.	
Workmen's Compensation	Payment of medical costs and for lost time due to the work-related injury or illness.	No limited duty return

This information is intended to provide only a brief summary of benefit programs available. Refer to the applicable policy for detailed information. In case of any conflict, error, or ambiguity between this summary and the actual policy, the policy provisions will prevail.