**Rappahannock County Public Schools FRINGE BENEFIT PACKAGE**

**SICK LEAVE BANK**

The Rappahannock County School Board maintains a Sick Leave Bank to assist employees who face catastrophic illness/ injury. Employees may join the sick leave bank by donating one day of general leave during a designated time period. Members will be assessed (asked to donate) an additional day to the Sick Leave Bank whenever the total number of days in the bank drops below 50. An employee must donate days as requested for continued eligibility. The Superintendent will consider written requests for sick leave bank time when the employee’s sick leave and general leave is exhausted. The superintendent will present the case to the school board for final approval, as each case is based upon its merit. Medical documentation is required. The School Board has the right to amend the terms of the sick leave bank at any time (Policy GCBG and GCBG-R).

**DIRECT DEPOSIT – PAYROLL CHECKS**

Direct deposit is **required** for your payroll checks. A direct deposit form must be completed and you must notify your bank that the school division will be making a monthly deposit by ACH (Electronic Fund Transfer).

**TUITION ASSISTANCE/PROFESSIONAL DEVELOPMENT**

Tuition assistance is available for employees who are enrolled in **pre-approved** courses or who are taking courses required by the school division. Applications for tuition assistance require **prior approval** by the superintendent or designee. **For reimbursement to be processed: Approved application, copy of the grade report and an itemized course payment receipt must be submitted to the Finance Office. Payment will be made at the following month’s School Board Meeting after all requirements are submitted.**

**PROFESSIONAL CONFERENCES**

Financial support is available for employees attending professional development seminars.

Applications require **prior approval** by the Superintendent or her designee.

**PAYROLL DEDUCTION**

**All employees may utilize payroll deduction for:**

a) Northern Piedmont Federal Credit Union

b) Virginia Credit Union, Inc.

c) Tax-Deferred Annuities 403(b)

(further info. available during pre-school conference week).

d) Professional Dues (further info. available through RCEA)

e) Optional VRS Life Insurance

f) 529 Virginia College Savings Plans

g) AFLAC Insurance

h) Term Care Insurance

i) Piedmont United Way

Employees working at least 51% of a “full-time position” are eligible for the following fringe benefits:

**HEALTH INSURANCE**

The school division will pay the single subscriber premium and will make a contribution toward the type of coverage each eligible employee chooses to enroll in with the school system’s health, vision, dental and prescription insurance (see separate link for RCPS Local Health Insurance Rates)

**FRINGE BENEFIT PACKAGE**  Page 2

**RETIREMENT: Virginia Retirement System**

www.varetire.org 1-888-827-3847

The employee pays the required 5% contribution. The School Board pays the approved rates for professional and non- professional employees.

**LIFE INSURANCE:**

100% of premium paid by School Board.

Death Benefit: 2 x gross wages

(rounded to nearest thousand)

Accidental Death Benefit: 4 x gross wages (rounded to nearest thousand)

**GENERAL LEAVE**

All employees earn 1.25 days general leave per month. New employees may transfer in up to 100 eligible leave days.

Reviewed: 9/20/13

Reviewed: 12/11/13