



Accrediting Commission of Career Schools and Colleges

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## Summary of Benefits

ACCSC benefits are available to eligible employees. Benefit eligibility is dependent upon a variety of factors, including employee classification. Some benefit programs require contributions from employees, but most are fully paid by ACCSC. Benefits become effective on the first of the month following the date of employment. The following benefit plans are provided. The Commission reserves the right to modify or discontinue any of the benefits listed below.

### HEALTH INSURANCE

ACCSC offers health insurance through CareFirst BlueCross BlueShield. 577G7 dUng Uddfcl Ja UHm- \$i cZHY dfYa Ji a 'Zcf H Yg' d'Ubg"

### DENTAL AND VISION INSURANCE

ACCSC offers dental and vision insurance through the Guardian. ACCSC pays the full premium for these plans.

### LIFE INSURANCE

ACCSC offers group life insurance in an amount equal to an employee's annual salary with a maximum benefit of \$80,000.

### DISABILITY INSURANCE

#### Short Term Disability

Short Term Disability is a Commission paid benefit that provides income replacement should an employee become disabled and unable to work. Benefits are paid at 60% of base salary up to \$1,500 per week after a 14-day elimination period.

#### Long Term Disability

As another Commission paid benefit, Long Term Disability begins after an employee has been disabled for 90 days. This benefit replaces 60% of an employee's earnings to a maximum of \$5,000 per month.

### TUITION REIMBURSEMENT

As an organization committed to lifelong learning, skills development, and education, ACCSC is pleased to offer education assistance. To be eligible for education assistance, you must be a regular, full-time employee of ACCSC for a minimum of twelve consecutive months. ACCSC will provide education assistance to eligible employees only to the extent that funds are available. In no event will approved education assistance for any one employee exceed \$7,000 in any one fiscal year.

### RETIREMENT PLAN

**403(b) Plan:** ACCSC offers employees the opportunity to save pre-tax dollars through a 403 (b).

**401 (a) Plan:** The Commission has established a 401 (a) plan and at its discretion providYs an annual ..

contribution. Employees are eligible to participate in the 401 (a) plan after one full year of service. Contributions are based on a portion of an eligible employee's annual compensation. The Contribution level is determined during the budget process each fiscal year.

### FLEXIBLE SPENDING ACCOUNTS

Flexible Spending Accounts (FSAs) allows employees to reduce your taxable income by setting aside pre-tax dollars to pay for eligible expenses. ACCSC offers two types of FSAs. Health Care FSAs allow you to receive reimbursement for out-of-pocket health care expenses for you and your family members. An employee can elect up to \$2,500 each year for the Health Care FSA. An employee can also elect to contribute up to \$5,000 each year for Dependent Care FSA to pay for dependent care expenses.

### ANNUAL LEAVE

Annual leave encompasses both vacation and sick leave. Leave is earned based on years of service. During the first year of service, an employee earns 15 days of leave.

### HOLIDAYS

ACCSC observes the following paid holidays:

New Year's Day  
Martin Luther King Jr. Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving (2 days)  
Christmas Eve  
Christmas Day

### EMPLOYEE ASSISTANCE PLAN (EAP)

ACCSC provides free, confidential, professional assessment and referral assistance for employees and family members experiencing personal problems that may be affecting work performance, job satisfaction, personal issues or overall quality of life.

### TRANSPORTATION BENEFIT

ACCSC provides Metro fare or a qualified parking allowance in the amount of \$+5 each month.