



EMPLOYEE BENEFITS as of August 1, 2020

1. Each employee receives sick/personal leave with pay.

First Year = 6 Days Second Year = 7 Days Third Year and more = 8 Days

If there are unused days at the end of the year, the employee will be compensated for 50% of unused sick/personal leave.

Sick/Personal Leave Days are earned throughout the year.

Days may be used starting with the employee's first workday of the current year as stated on their "Statement of Terms of Employment".

Employees whose employment with the Montessori School of Maui ends before their stated end date on their "Statement of Terms of Employment" will have their Sick/Personal Leave prorated. This may result in the employee having to return payroll money previously paid for Sick/Personal days paid but not yet earned.

2. Each employee receives Temporary Disability Insurance Coverage in accordance with Hawaii law.

3. Each employee who works twenty hours or more:

- A. EXEMPT Employees All Teachers, Resource Teachers and Directors in Administrative positions-75% tuition remission is available for their first child and 25% tuition remission for their additional children who attend Montessori School of Maui in the current school year.
- B. NON-EXEMPT Employees All Teachers Assistants, Administration Assistants, Administration Associates, and Maintenance Employees-50% tuition remission is available for their first child and 25% tuition remission for their additional children who attend Montessori School of Maui in the current school year.

If you are an existing employee with a currently enrolled student, please see HR for set dollar amount clarification.

Tuition Assistance is available for the 2nd child and the Toddler Program see HR for details

- C. Each employee receives medical, dental, vision and drug insurance coverage
 - i. At no cost or minimal cost for upgraded plans.
 - ii. May purchase insurance for their spouse or children.
- D. \$35,000 Life Insurance Policy
- E. Long Term Disability Insurance

4. All benefits are subject to the policies and procedures detailed in the Employee Handbook
5. All employees do not work on numerous holidays and portions of the winter and spring breaks
6. Year round employees, Administration and Maintenance, receive two weeks of vacation per year, after a full year of employment. Directors will receive three weeks of vacation per year, at the start of the third year of employment as a Director.

IN ADDITION

1. Each employee will receive a set percentage of his or her salary as stated on the Statement of Terms of Employment.
 - A. 5% for the third through ninth year of employment
 - B. 6% for the tenth through sixteenth year of employment
 - C. 7% for the seventeenth and over years of employment

2. To qualify an employee needs to:
 - A. Be over 21 years of age
 - B. Have worked two consecutive years at Montessori School of Maui for more than 20 hours a week
 - C. Be currently employed for 20 hours or more a week

3. The allocated benefit dollars must be used in one or a combination of the following choices. These dollars cannot be taken as income. Depending on the IRS laws benefits will be pretax or after tax. The choices are as follows:
 - A. Retirement Plan - the company will deposit the funds into a designated retirement account
 - i. The plan is voluntary
 - ii. Employee will open and maintain an account with the current designated plan provider
 - iii. Funds are subject to all rules of the current plan

 - B. Cafeteria Plan - employee may use benefit dollars to pay for various premiums available via a cafeteria plan. These include:
 - i. Medical insurance premiums
 - ii. Other premiums as allowed by law

 - C. Tuition - employee may use benefit dollars to pay their child(ren)'s tuition at MOMI

**REFER TO THE EMPLOYEE HANDBOOK OR CONTACT THE HUMAN RESOURCES
DEPARTMENT FOR FURTHER DETAILS ON ANY OF THESE BENEFITS**