



Southeastern California Conference Certificated K-12 Employees Outline of Benefits

The following is a very general outline of employee benefits. Some benefits may vary according to employment status. Contact the Office of Education for more specific information.

BENEFITS	DEFINITIONS	ELIGIBILITY	AVAILABLE	PAID BY
LEAVE/TIME OFF				
Vacation	0 - 4 years = 2 weeks 5 - 9 year = 3 weeks 10 + years = 4 weeks (Refer to Green book)	Half time or more	Immediately	Employer
Holidays	Nine scheduled days.	Half time or more	Immediately	Employer
Paid Leave	10 days for personal illness and certain other events (see leave policy).	Half time or more	Immediately	Employer
Family Care & Medical Leave	Up to 12 weeks (unpaid) for the birth/adoption of child, care of sick child, spouse, parent or personal illness. Required to use accrued paid leave and vacation. Protects for like position and medical benefits.	Half time or more	After 12 months	Employer
Funeral Leave	Three days off with pay in the event of death in the immediate family.	Half time or more	Immediately	Employer
Jury Duty	Up to 10 days if called to serve.	Half time or more	Immediately	Employer
MEDICAL				
Medical/Mental/Prescription	Employees have an option to join PacifiCare or Kaiser. Dependents up to age 26	Full time	Immediately	Employer
Vision Coverage (HCAP)	Examinations, prescription eye glasses and contacts. Dependents up to age 24	Full time	Immediately	Employer
Dental Coverage (Delta Dental)	Covers basic, preventive and some orthodontia. Dependents up to age 24	Full time	Immediately	Employer
Confidential Counseling	Anonymous counseling service.	Full time	Immediately	Employer
Chiropractic (AHSN)	Up to 30 visits per year. Dependents up to age 24	Full time	Immediately	Employer
EDUCATION BENEFITS				
Dependent Tuition Assistance	35% day students; 70% dorm students tuition & fees. SDA Institutions only. Up to age 24 (see handbook for details)	Full time	Immediately	Employer
Professional Growth	12 units of tuition free classes per year at La Sierra University or Pacific Union College.	Full time	Immediately	Employer
GOVERNMENT MANDATED				
Workers' Compensation	Medical benefits & income provided during work related illness or injury. Must be reported.	All employees	Immediately	Employer

BENEFITS	DEFINITIONS	ELIGIBILITY	AVAILABLE	PAID BY
GOVERNMENT MANDATED - continued				
Social Security	Deductions are paid into the United States Social Security Administration. Licensed ministers upon request.	All employees Ministers excluded	Immediately	Employer/ Employee
RETIREMENT				
Retirement Plan	1) Defined Benefit Plan. Vesting 10 years full-time service credit.	Employed prior to 2000	age 59 1/2 or normal retirement	Employer
Retirement Plan	2) Defined Contribution Plan. Vesting 3 years full-time employment.	Half time or more	age 59 1/2	Employer/ Employee
Tax Sheltered Annuity	Savings set aside for retirement by pre-tax deduction.	Half time or more	Immediately	Employee
FINANCIAL/INSURANCES				
Short Term Disability (STD)	AFLAC - Income provided after third day of illness or injury. Purchased through payroll deduction	Half time or more	Immediately	Employee
Long Term Disability (LTD)	HARTFORD LIFE- Income provided during extended period of illness or injury. 90 day elimination period.	Three quarter time or more	After 90 days	Employer
Survivors Benefits	HARTFORD LIFE - \$100,000 or \$50,000 employee, \$50,000 or \$2,000 spouse, \$10,000 or \$2000 children in the event of death.	Full time	Immediately	Employer
Life Insurance	HARTFORD LIFE - a voluntary supplemental life insurance available through payroll deduction.	Half time or more	Immediately	Employee
Accident Insurance	HARTFORD LIFE - a voluntary accidental death and dismemberment insurance through payroll deduction.	Half time or more	Immediately	Employee
Supplemental Insurance	AFLAC - a voluntary supplemental insurance in areas such as cancer coverage, hospital intensive care, short term disability and flexible spending account. Purchased through payroll deduction	Half time or more	Immediately	Employee
Flex One	Flexible spending account for dependent care and unreimbursed medical on pre-tax basis. Purchased through payroll deduction.	All employees	Immediately	Employee
Credit Union	Membership to La Loma Federal Employees Credit Union	All employees	Immediately	Employee
Pre-Paid Legal	Provides limited legal services on a pre-paid basis. Purchased through payroll deduction.	All employees	Immediately	Employee
Auto Insurance Subsidy	Bi-yearly for Principals and CDC Directors with proof of minimum limit requirements per NAD policy	Full time	Immediately	Employer
Discount Tickets	Information on discount to many Southern California Attractions.	All employees	Immediately	SECC