

COMPENSATION

Starting Salary & Salary Increases

Salary is based on the salary range established for each position by the SCS Board of Directors. Previous experience and level of education may also be factors in determining salary. Salary increases are reviewed on an annual basis by the Board at which time recommendations are also made by the principal. Salary is based upon budget availability and revisions are made as needed. Where applicable, verification of education, experience and certification/licensure must be submitted within one month of the start date of employment. T.

All pay schedules are subject to mandates by the Florida legislature concerning "Performance Based Pay." Any changes in pay scales are to be based upon mandated performances in the areas of statewide assessments, Professional Development and Observation and Feedback. At this time, the current pay scale remains as indicated. Any changes in the future will be noticed and disseminated to all affected staff.

Pay Schedule

Regular employees of SCS are paid semi-monthly on the fifteenth (15th) and last day of each month. The principal will inform employees of their pay schedule.

Time Sheets/Attendance Records

All employees are required to account and record their attendance in the school office sign-in sheets. Staff should sign in at the front office upon arrival and sign out whenever leaving campus. Upon return, staff should sign back in at the main office. Attendance reports based on these sheets are submitted to the office manager and certified by the principal. Unexpected absences occurring after sign-in must be corrected by the employee in an email to the office manager and principal.

If timesheets are not submitted on schedule, an employee may experience delays in receiving pay. Falsification of timesheet information is a serious offense and will result in disciplinary action, including possible termination.

Direct Deposit

All employees shall have his/her salary directly deposited to his/her bank account by obtaining a Direct Deposit authorization form from the Office Manager.

Payroll Deductions

All payroll deductions are itemized on paycheck stubs. To ensure that an employee is paid accurately, he/she should promptly report any change in name, address, marital status or number of exemptions to the Office Manager or designee.

Voluntary Deductions

Employees may authorize payroll deductions for health and life insurance and any other voluntary elected deductions.

EMPLOYEE BENEFITS

The following section addresses employee benefits, such as health, retirement and other benefits. Please read this section carefully, noting stated deadlines for enrolling in plans. Failure to enroll in health insurance plans and other plans or apply for a waiver within the 30 day time period required will delay your eligibility for such benefits for as much as a year or until the next open enrollment period, which may be several months away.

Questions regarding benefits should be referred to the Office

Manager or Principal. All plans and rates are subject to change.

Eligibility for Health Care Benefits

Full-time employees who work a regular schedule of 40 hours or more per week are eligible to participate in a health care plan offered through SCS. Each employee should review his or her own contract for eligibility. Those who have insurance through another carrier may opt to waive the health care plan.

Part-time employees and those employed under service agreements may not be eligible for health benefits.

New Employee Enrollment into Health Insurance Plans

A new employee eligible for health insurance and wishing to have coverage, must complete the appropriate enrollment forms and submit them to the Office Manager within 30 days of his/her effective date of hire.

If an employee does not enroll within this 30 day time period, he/she will not be eligible to enroll in a health insurance plan until the next annual open enrollment period. Therefore, if an employee is interested in health insurance and other coverage, he/she should take time to carefully review and promptly submit all employee benefits forms.

Health Care Plan Options & Costs

SCS offers a health care plan under Aetna which includes major medical and office visit co-pays. SCS periodically reviews health care plan offerings and these may change from time to time. To obtain detailed information about available health insurance options, contact the Office Manager.

SCS pays a fixed amount per month for medical insurance premiums for eligible employees enrolled in their plan. Employees are responsible for the remaining amount of the premium through a payroll deduction. Employee contributions towards health insurance premiums are made on a pre-tax basis in accordance with IRS regulations and therefore are not considered in calculating taxable income.

Health Care Coverage for Individuals and Families

Eligible employees may elect the following plans:

- Individual
- Individual and spouse
- Individual and children
- Family coverage.

Family coverage provides for spouses and/or dependents that are under age 19, dependents who are full-time students under age 25 and dependents of any age that fit the insurance plan's definition of disabled.

An employee may change from individual to family coverage, or add additional members to the plan within thirty days of a birth or adoption of a child or marriage. The Principal and Board of Directors must be notified within 30 days of such an event to effect a change in coverage outside of the open enrollment period.

Changing Your Health Insurance Plan

Once an employee has elected a health insurance option, he/she cannot elect change plans until the next open enrollment period, unless the employee experiences a qualifying event. During the open enrollment period he/she may

decide to change plans, change coverage or enroll in a plan if you are eligible.

Health Insurance Waiver

If an employee is eligible for health insurance coverage through SCS, but has alternative medical coverage (through a spouse's coverage or other plan) which is not paid or sponsored by SCS, he/she may be eligible to sign a waiver of participation in the SCS plan. If alternative coverage is subsequently lost through no fault of the employee's, he/she may elect to join one of the SCS plans during the next open enrollment period, or if due to a qualifying event, within 30 days of the loss of coverage.

Continuation of Health Insurance (COBRA)

If employment should terminate or an employee otherwise becomes ineligible to participate in the group health insurance plan, he/she and/or his/her dependents have the right to continued participation in the SCS group health insurance plan for up to eighteen months (thirty-six months under certain circumstances) under federal COBRA legislation. The employee will be required to pay the full cost of the premium plus an administrative fee. Under COBRA continuation, SCS will no longer contribute to the cost of health insurance premiums. For additional information on this option, contact the United States Department of Labor.

Retirement/Investment Plan

SCS is not a participant in the Florida Retirement System. If you have vested with FRS or have any questions about your benefits, you should contact them directly. . Employees have the right to participate in the SCS pretax 403 (B) plan up to \$15,000

per year and have Valic invest this money for them at a pretax rate. This must be determined within 30 days of signing the contract. Investment questions should be directed to the Office Manager or our company representative, Tracey Kealy, 8000 Governor's Square Blvd Suite 300, Miami Lakes, FL 33016 (800) 817-2250.

Social Security & Medicare

SCS contributes to the Federal Social Security and Medicare system for all employees.

Workers' Compensation

Workers' Compensation is designed to provide benefits in the event that an individual is injured in connection with his or her employment. SCS Workers' Compensation costs for employees are paid by SCS.

If an employee is injured, he/she should immediately notify the office manager and report the accident, no matter how minor it may seem. An Accident Report form is available in the school's main office. The employee and the employee's supervisor should complete it.

Unemployment Compensation

Unemployment Compensation provides temporary income for those who have lost their jobs under certain conditions. For more information about Unemployment Compensation go to www.floridajobs.org/unemployment. You may file a claim either by Internet at www.fluidnow.com or calling toll free 1-800-204-2418. Florida law requires that the effective date of your claim will be the Sunday prior to the day you file the claim. You may also file by mail. Claim booklets are available at:

One Stop Career Center
1111 12th Street, Suite 308
Key West, FL 33040 (305)292-6762

The booklet contains the form required to file your claim. You must complete the form and mail it to the address as listed in the booklet or fax it to the number listed in the booklet. The effective date of your claim will be the Sunday prior to the postmark date.