

**Summit Educational Service Center  
Employee Benefits Information Sheet  
2024-25**

Benefits are offered to all full-time employees (30 hours or more weekly).

**Medical and Dental Insurance** (Rates are effective 7/1/2024 – 6/30/2025) \*

Medical/Hospitalization Plan	Monthly Cost	Bi-Monthly Cost (per pay)
Family Coverage	\$514.22	\$257.11
Single Coverage	\$211.70	\$105.85

Dental Plan	Monthly Cost	Bi-Monthly Cost (per pay)
Family Coverage	\$52.90	\$26.45
Single Coverage	\$21.46	\$10.73

Employees may sign up for medical/dental insurance coverage within 30 days of employment. If an employee elects not to sign up at the time of employment, he/she may sign up during open enrollment, which is in the fall for an effective date of January 1<sup>st</sup>.

Employees may choose from two insurance plans:

**SuperMed or Aultcare**

- Employees must choose doctors and hospitals in the plan directory.
- Once the deductible is met, insurance pays 90%, employee pays 10%.
- Caremark is the prescription company, employee pays 20%. Maintenance drugs are mandatory mail order.
- The doctors in **Aultcare** are in Stark County.

Employees who participate in the Dental Insurance program may go to any dentist of their choice.

**\*Benefits begin the first of the month after the start date.**

**Life Insurance**

All full-time employees of the Summit Educational Service Center receive Life Insurance coverage free of charge.

1. \$50,000 insurance benefit for employees with an annual salary of \$30,000 or more.
2. \$30,000 insurance benefit for employees with an annual salary less than \$30,000.

## **Supplemental (Voluntary) Insurance**

Employees working an average of 30 hours/week are eligible to apply for supplemental insurance benefits (Group Accident, Group Critical Illness, EyeMed Vision, or Group Whole Life) with Allstate Benefits and Companion Life or American Fidelity.

Employees working an average of 30 hours/week are eligible to apply for Short Term Disability. Eligible employees may sign up for voluntary benefits within 30 days of employment.

**To discuss or apply for Supplemental Insurance Benefits, employees can contact Joe Auth with American Fidelity, our 3<sup>rd</sup> party Administrator:**



## **SERS (State Employees Retirement System) and STRS (School Teachers Retirement System)**

As an employee of Summit ESC, you will pay into SERS or STRS (dependent on your position) for your retirement plan instead of Social Security. When you retire, or if you become disabled, you may receive a pension based on your earnings from your job with Summit ESC.

As a SERS or STRS member, you contribute a certain percentage of your gross compensation to SERS or STRS and Summit ESC, as the employer, contributes an additional percentage of your gross compensation to SERS or STRS. Your contribution is deducted from your salary. The contribution rates are established by SERS or STRS and are subject to change.

## **Voluntary 403(b) Annuity**

Employees may elect to participate in a 403(b) annuity plan. The 403(b) Plan is a valuable retirement savings option.

Plan administration services for the 403(b) plan are provided by American Fidelity. Please contact Human Resources or the American Fidelity representatives above for information about enrollment in the plan, investment product providers available, distributions, enrollment, exchanges or transfers, 403(b) loans, and rollovers.

## **FSA (Flexible Spending Account)**

Full-time employees working 30 hours or more per week are eligible to participate in FSA. Our FSA is through Medical Mutual. Employees set aside funds on a pretax basis to spend on qualifying healthcare expenses throughout the plan year.

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## **ADDITIONAL EMPLOYEE BENEFITS**

### **Paid Time Off**

**Sick Leave:** Regular full-time employees eligible for sick leave shall accrue fifteen (15) sick days annually at the rate of 1.25 per month. Regular part-time employees shall be entitled to sick leave in proportion to the time worked.

- Substitutes or others employed less than 120 days, as-needed, seasonal or intermittent basis are not eligible for paid sick leave.

**Personal Leave:** Regular full-time and part-time employees contracted to work 120 days or more shall receive three (3) personal leave days per fiscal year.

Eligible employees hired after the beginning of the contract year will receive the following proration of personal leave based on their start date:

- Start date July 1 – November 30: 3 personal days
- Start date December 1 – February 28: 2 personal days
- Start date March 1 – May 31: 1 personal day

**Vacation Leave:** Regular full-time employees who work 12 months (contracted for 261 days) may earn annual vacation leave based on position and length of service with Summit ESC.

- Full-time non-teaching/classified employees:
  - One (1) year but less than ten (10) years – 2 weeks per year
  - Ten (10) years but less than twenty (20) years – 3 weeks per year
  - Twenty (20) years or more – 4 weeks per year
- Full-time professional staff:
  - Twenty (20) vacation days per year

### **Employee Assistance Program (EAP)**

Employees assigned to the ESC/SST8 building, ESC Preschool or Kids First/TOPS are eligible to participate in the EAP. Summit ESC has partnered with SupportLinc to bring free and confidential access to a variety of wellbeing resources and supports including but not limited to mental health counseling, coaching, work-life benefits, and more.

Eligible employees and their household dependents have access to the EAP. Each person will have 6 free sessions for each incident per year.

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***Please contact the Human Resources Department with any questions:***

- Bob Wolf, HR Director: [bobw@summitesc.org](mailto:bobw@summitesc.org) or 330-945-5600 x513913
- Barb Grimes, HR Secretary: [barbg@summitesc.org](mailto:barbg@summitesc.org) or 330-945-5600 x511276
- Tina Lewis, HR Assistant: [tinal@summitesc.org](mailto:tinal@summitesc.org) or 330-945-5600 x511270
- Janet Kovick, HR Coordinator: [janetk@summitesc.org](mailto:janetk@summitesc.org) or 330-945-5600 x511257