2026-2027 BENEFITS AT A GLANCE

LATIN
SCHOOL of CHICAGO

Payroll

Employees are paid semi-monthly on the 1st and 15th of each month or the first business day prior, with the exception of the January 1st payroll. Direct deposit is strongly encouraged.

Benefits Eligibility

Faculty and Staff are eligible for benefits if employed in a benefits-eligible position and work more than 20 hours per week (over 50% time). Assistant Teachers have a limited benefits offering that includes employee-only medical and dental, and may participate in the Supplemental Retirement Account (SRA).

Medical Insurance

Employees are eligible for medical and dental coverage on the first of the month following their date of hire (except employees hired on the 1st are immediately eligible). Latin offers 2 HMO plan options and 2 PPO plan options. All plans utilize the Blue Cross Blue Shield network of hospitals and physicians.

The Health Maintenance Organization (HMO) plans have the same cost of coverage but differ in that there is a less costly option with a narrower network of doctors. A primary care physician (PCP) who oversees patient care must be selected. There are no annual deductibles and most expenses are covered at 100%. A 30-day supply of generic drugs may be obtained at participating pharmacies for a $10 copayment, $35 copay for preferred brand drugs, and $60 for non-preferred drugs.

PLAN	COVERAGE	SEMI-MONTHLY PAYROLL DEDUCTION	PLAN	COVERAGE	SEMI-MONTHLY PAYROLL DEDUCTION
PPO	Employee Only	$135.74	**PPO Narrow**	Employee Only	$119.12
Blue Choice Options	Employee + Spouse/DP	$320.63	Blue Choice Select	Employee + Spouse/DP	$281.36
	Employee + Children	$307.69		Employee + Children	$270.01
	Employee + Family	$476.04		Employee + Family	$417.75
HMO	Employee Only	$135.79	**HMO Narrow**	Employee Only	$122.51
HMO Illinois	Employee + Spouse/DP	$258.51	Blue Advantage	Employee + Spouse/DP	$241.15
	Employee + Children	$248.08		Employee + Children	$231.42
	Employee + Family	$383.82		Employee + Family	$358.04

DP is Domestic Partner. Domestic Partner premiums are post tax. Others are pre-tax.

The Preferred Provider Organization (PPO) options have the same cost of coverage but differ in that there is a less costly option with a narrower network of doctors. Under this plan, members may seek medical attention from an extensive network of participating hospitals and physicians. The PPO does not limit which doctors and hospitals a participant may use; however, it does provide a higher level of benefit for services provided by in-network physicians than physicians who are out-of-network after the member meets an in-network annual deductible. There is a three-tiered prescription drug plan of $10/35/60 for a 30-day supply of generic/preferred/non-preferred drugs.

New This Year Latin-funded HRA added to PPO Plans

An HRA (Health Reimbursement Arrangement) is an employer-funded account that helps employees pay for **eligible deductible expenses** under the PPO medical plans. The school will contribute up to $3,500 for employee-only coverage, or up to $7,000 for family coverage each plan year. Employees may submit claims for reimbursement using available HRA funds to help satisfy the plan deductible before paying deductible expenses out of pocket. The HRA is funded entirely by the school; employees do not contribute to the account. Unused HRA funds do not roll over from year to year.

Dental Insurance

Blue Cross Blue Shield administers Latin's dental plan. The dental plan is a PPO plan where there is a greater level of benefit to members utilizing in-network dentists, but members also have the option of going out-of-network to the dentist of their choice.

PLAN	COVERAGE	SEMI-MONTHLY PAYROLL DEDUCTION
Dental	Employee Only	$6.81
PPO	Employee + Spouse/DP	$13.58
	Employee + Children	$13.04
	Employee + Family	$20.41

Vision Insurance

Vision insurance is offered through VSP (Vision Service Plan). A wellness exam is provided every calendar year with a $10 copay. Lenses have a $25 copay for base lenses every 12 months, frames have a $200 allowance every 24 months, and Contacts have a $130 allowance every 12 months. Vision coverage (per pay period) is $3.70 for employee only, $5.91 for employee + spouse or domestic partner (DP), $6.04 for employee + children, or $9.73 for employee + family.

Flexible Spending Account (FSA)

Latin offers two types of flexible spending accounts: Healthcare, and Dependent Care. Employees can set aside up to $3,400 annually to their Healthcare FSA; Employees may set aside up to $7,500 annually to their Dependent Care FSA. Deductions are taken on a pre-tax basis and a debit card is provided to pay for out-of-pocket medical, dental and vision expenses. The plan is administered by iSolved.

Employee Assistance Plan (EAP)

An EAP called "Life Assistance" is available to all employees through Reliance. Confidential services are available 24 hours a day, 7 days a week for assistance with parenting, eldercare, relationship, career, financial, and legal issues.

TIAA Retirement Plans	
RA **Defined Contribution Retirement Annuity**	Benefits-eligible employees who are at least 21 years old and in an eligible position may participate in the retirement plan after completing one year of service. However, newly-hired employees may qualify to waive the waiting period by providing proof of at least one year of full-time experience with a school or nonprofit organization. Employees contribute 3% of their annual salary to the plan, and the school contributes 6% during the employee's first five years of service. Employee contributions may be made on either a pre-tax or Roth (post-tax) basis. The school's contribution increases based on years of service as follows: 7% after 5 years of service; 8% after 10 years of service; 9% after 15 years of service; 10% after 20 years of service.
SRA **Supplemental Retirement Annuity**	Employees are eligible to participate in the tax deferred annuity program on the first of the month following their date of hire. The level of contribution is determined and paid exclusively by the employee through a semi-monthly payroll deduction. The employee may choose pre-tax and/or post-tax deductions.

Life and AD&D Insurance

All employees are provided with a multiple of one-times salary or $50,000, whichever is greater, of group term life and accidental death and dismemberment insurance at no cost through Reliance. Value-added services such as beneficiary assistance, will preparation, travel insurance, I.D. theft resolution, and healthy rewards are also provided free of charge.

Supplemental Life Insurance

Guaranteed-issue term life through Reliance may be purchased by employees within 30 days of hire. Dependents can also be covered under this plan. The cost of coverage is dependent upon the employee's age. Employees may elect up to $150,000 of coverage. 50% of their coverage amount (up to $50,000) may be elected for spousal coverage and up to $10,000 may be elected for dependents.

Short Term Disability (STD)

Reliance administers a self-funded plan of income replacement for full-time benefits eligible employees who are unable to work due to illness, injury, or pregnancy. STD will provide an uninterrupted period of paid leave to bridge the gap between the occurrence of a non-work-related, non-self-inflicted injury, illness, or pregnancy and the onset of long-term disability (LTD). The period of salary and benefits continuation begins after an absence of five workdays. A certified physician or licensed healthcare professional must certify any period of disability.

Long Term Disability (LTD)

All employees are required to carry LTD insurance through Reliance. In the event an employee becomes disabled for a period greater than 90 days, s/he is eligible to receive salary continuation at 60% of their regular rate. LTD is automatically deducted on a post-tax semi-monthly basis from payroll at a rate of 0.187% of an employee's salary. Any salary continuation received is not taxed.

Workers' Compensation
The school pays for the full cost of coverage for all employees for Workers' Compensation Insurance. If an employee sustains bodily injury while in the course of work for the School, this insurance will pay, on the behalf of the employee, for all associated medical and hospital costs. For lost-time injuries, eligible employees will continue to receive a benefit of up to two-thirds their regular pay. Coverage is through AmTrust.

Tuition Remission
Provided space is available and it has been determined by the Admissions Office that the child is academically qualified, children of benefits eligible salaried employees will receive tuition remission should they wish to attend Latin School. Employees who begin in the 2018-19 school year or thereafter will be eligible to qualify for 75% tuition remission. To qualify for this benefit, each school year an employee must apply and qualify for at least $1.00 of financial aid. Families who qualify for financial aid in excess of 75% of tuition will receive the amount of financial aid in excess of 75% tuition.

Holidays
There are fourteen holidays pertaining to all faculty, administrators, and staff. They are as follows: New Years Day, Martin Luther King's birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day & the days before and after, and Christmas Day. In addition, Rosh Hashanah and/or Yom Kippur are paid holidays if they fall on a weekday.

Faculty are eligible for two weeks off during the school's winter break period and two weeks off during the spring break period. Administrators and staff are eligible for three scheduled holiday weeks: one week will be during the school's winter break, one during the school's spring break, and one during the school's summer break.

Vacation
Staff accrue two weeks of paid vacation per contractual year (July 1-June 30). After five years of service, this increases to three weeks (fifteen days), and after ten years it increases to four weeks (twenty days). Administrators reporting to the Head, Assistant Head or Chief Financial Officer are immediately eligible to accrue up to four weeks (twenty days) of vacation per contractual year.

Sick Time
Full-time employees are eligible for eight sick days per fiscal year (July 1 – June 30). Part-time employees are eligible for a prorated amount.

Family Leave
Recognizing the importance of family, the school has a paid family medical leave benefit that provides up to six weeks of paid leave during a 12-month rolling period for the birth or adoption of a child or to care for an immediate family member who is seriously ill. The necessity of the leave must be certified by a physician.

Personal Days and Bereavement Leave
Two personal days are granted each fiscal year without loss of pay if arranged in advance. These days may not be carried over from year to year. Employees experiencing the loss of an immediate family member will be allowed up to three days bereavement leave at their regular rate of pay. Additional days may be granted for extenuating circumstances.

Faculty and Staff Educational Grants
Education grants of up to $4,000 will be awarded to benefits-eligible faculty and staff (with the exception of Assistant Teachers) wishing to enroll in a job-related program of study from an accredited institution. Books, materials, and other fees related to coursework may be included in the grant request.

Transportation & Parking Options
Ventra cards can be affiliated with Latin School allowing the school the ability to load it with your allocated pre-tax dollars. Additionally, employees may use pre-tax payroll deductions to pay monthly parking at designated nearby garages.

Relocation Stipends
Relocation assistance will be provided to faculty and key administrators not residing in the Chicago metropolitan area when hired. Assistant teachers/interns and one-year sabbatical replacements are not eligible for relocation assistance.

Employees moving 100-500 miles are eligible for a $3,500 stipend; those moving 501-1,500 miles are eligible for $5,000 stipend; and those moving over 1,500 miles are eligible for $6,500. Half will be paid in advance of the move and the balance following the move upon providing a local address. These stipends are taxed at the 22% federal bonus rate.

Technology and Crisis Loans

Following three months of employment, an interest-free $3,000 technology loan is available with a 12-month repayment period. The employee must show proof of payment prior to receiving funds. Repayment of the loan is made through a semi-monthly payroll deduction.

Following three months of employment, an emergency/crisis loan is available for employees.to assist employees in overcoming a short-term financial crisis The loan provides up to $3,000 at no interest with up to ten months for repayment. Repayment is made through a semi-monthly payroll deduction.

Gym and Pool Access

Employees have access to the gym, fitness center, and swimming pool when not in use for school activities. A waiver is required before access is granted. A swimming "buddy" is required at all times at the pool.

Flu Shots

Latin School is committed to the health and well-being of its employees. In an effort to see fewer health-related absences due to flu and upper respiratory symptoms the school provides flu shots each Fall to all employees. One date is typically scheduled at the Middle/Upper and another at the Lower School.

Food and Beverages

During the regular school year Latin will provide all full-time staff and faculty lunch. A debit card of $150 will also be issued for the procurement of food items at the kiosks.

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