



Message from the Benefits Department

The Benefits Department would like to welcome you as a new member of our nationally recognized schools system! At Arlington Public Schools (APS), we know that our success is directly related to the hard work and passion of our staff and teachers. Without our dedicated employees, we would not be one of the top school districts in the country year after year. That is why we are pleased to provide our employees with competitive and comprehensive benefits as a reward for their dedicated service to our mission, vision, and values. The attached “Benefits at a Glance” provides a general overview of the Employee Benefits offered by APS.

Additional important information is also located on our website.

Please also review the following:

- **New Teacher Orientation Overview** – this document is located at apsva.us/domain/5200. Please review the Benefits Section in the New Teacher Orientation Overview and please note the deadlines to elect Medical and Dental insurance, Optional Supplemental Life Insurance, Long Term Care Insurance, and Flexible Spending Account election.
- The **APS Benefits Home Page** is located at apsva.us/benefits. Our Benefits Home Page provides additional information about the benefits and programs offered by APS.

For assistance with Benefit questions:

- Medical & Dental Insurance, and Flexible Spending Accounts questions, *contact Ann Irby at 703-228-6105*
- Life Insurance, Optional Supplemental Life Insurance, and Retirement questions, *contact Michelle Brauch at 703-228-8627*
- 403(b) & 457(b) Optional Retirement plans, *contact Christy Laschen at 703-228-2881*

You may also contact the Benefits Department via email at benefits@apsva.us.

Arlington Public Schools Benefits at a Glance

Benefit	Description	Benefits	Description
Medical & Dental	Point-of-Service and Open Access programs are available through CIGNA. An HMO plan is available through Kaiser Permanente. APS offers the Delta Dental plan.	Flexible Spending	Health Care and Dependent Care Flexible Spending Accounts are offered. Employees may contribute pre-tax funds from gross earnings for medical and child care expenses. A Transportation Flexible Spending Account is also offered for qualified commuting expenses.
Life Insurance	Employees who are members of the Virginia Retirement System (VRS) are covered by the VRS term life insurance program. Life insurance is valued at two times the employee's annual salary rounded up to the next \$1,000. The School Board pays the full cost of premiums. VRS employees also may purchase additional coverage for themselves, for their spouse and/or for their dependent children. The cost of optional insurance is borne by the employee.	Defined Contribution Accounts	Employees may contribute pre-tax earnings to a defined contribution account (403(b)). APS contributes 0.4% or \$10 per pay period for 24-pay employees (\$12 for 20-pay employees) into a 401(a) account for permanent employees qualifying for all benefits. Employees must elect the maximum deduction for their VRS Hybrid defined contribution plan before receiving the School Board match for the 403(b).
Long Term Care Insurance	Employees may enroll in a long-term care (LTC) insurance plan through payroll deductions. Coverage is available for employees, their spouses, parents and spouses' parents. The group plan is offered through the Genworth Life Group). The cost of Long-term care insurance is borne entirely by the employee.	Short-Term and Long-Term Disability	APS pays the full cost of Short- and Long-term Disability insurance which provides an income in the event of an illness or injury. Eligibility is one year as a participant of the VRS Hybrid Retirement Plan and benefits are based on length of service.
Paid Leave	Annual: Twelve-month employees earn 14 days per fiscal year, plus bonus days on July 1 equal to number of years of 12-month service (maximum of 14 days). There is a maximum carryover of 40 days per fiscal year with the remainder transferred to the sick leave balance. Personal: 3 days are advanced to all 10- and 11-month employees at beginning of school year. A maximum balance of three days may be carried over with the remainder transferred to the sick leave balance. Sick: Employees earn one day per month. There is no limit on accrual. Sick leave may be advanced, up to the number of days that will be earned during that fiscal year.	Family Medical Leave	Up to 12 weeks of family and medical leave may be granted for childbirth and/or to care for a newborn, newly adopted or foster child(ren); for caring for an immediate family member with serious health condition; or for the employee's own serious health condition. To be eligible, an employee must have worked for APS for at least 12 months and have worked at least 1,250 hours prior to the start of the leave.

This chart is intended as a brief summary of benefits offered to employees by APS. For full details, please consult the Benefits Summary available at <http://www.apsva.us/benefits> or the APS School Board Policies and Policy Implementation Procedures.

Leave of Absence	A leave of absence may be granted for professional full-time study, personal family responsibility, service in the Teacher Corps, VISTA, or the Peace Corps, or for any other reasonable purpose. Leaves of Absence may be granted only to employees who have completed their probationary periods.	Study Leave	A period of up to twenty days every three years may be approved for E/P scale employees to complete a specified course of study. No leave is charged to the employee.
Other Leaves	Military Leave Professional Leave Civil Leave Leave for Religious Observation	Sick Leave Donations	Employees on an approved Family Medical Leave may request that the Assistant Superintendent for Human Resources approve donations of leave from colleagues at their work site. If approved, Human Resources sends a donation form to the employee's supervisor for distribution to employees interested in donating leave.
Holidays	APS observes the following holidays: <ul style="list-style-type: none"> • New Year's Day • Martin Luther King's Birthday • President's Day • Memorial Day • Fourth of July • Labor Day • Columbus Day • Veterans' Day • Thanksgiving Day (and following Friday) • Christmas Eve • Christmas Day • New Year's Eve 	Pay Advance for New Hires	New hires may be approved to receive a salary advance that must be repaid over the course of the first year of employment.
Housing Grants	APS offers grants to employees who work 30 or more hours per week who are purchasing a primary residence in Arlington. Funds are budgeted annually and may be limited.	Mileage Reimbursement	Employees required to travel between locations as part of their regular assignments are eligible for travel reimbursement at a rate of 50.5 cents per mile.
Scholarships	The School Board funds scholarships to permanent employees pursuing courses of study that are related to their job responsibilities. Payments are based on the University of Virginia undergraduate tuition rate. Funds are budgeted annually and may be limited.	The Children's School	School system employees are eligible to enroll their children in The Children's School, an employee-owned cooperative day care facility that provides day care for infants through five-year-olds during the school year.

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Non-Resident APS Employee Tuition Initiative	Full-time employees who are not Arlington County residents may apply through a lottery process to enroll their students in a limited number of APS schools and programs for a nominal fee. Such enrollment is based upon the annual availability of space and funding.	Retirement	APS participates in the Virginia Retirement System (VRS) Hybrid Retirement plan for newly hired employees effective January 1, 2014. Employees are vested after 5 years of service. The employee's pay their share into the defined benefit and contribution plan; APS pays the employer match. The plan includes life insurance and a Health Care Credit for professional employees. Employees who are members of the Arlington County Employees Retirement System pay their share into a 457 plan.
Retiree Medical Benefits	Employees who are enrolled in an APS sponsored medical and/or dental insurance plan may retain their coverage upon retirement. Rates are calculated based on years of service with APS.	Separation Pay	All annual leave is paid out at employee's daily rate. A maximum of 40 days of annual leave will be paid to employees hired on or after July 1, 2011. Upon retirement under the Virginia Retirement System or Arlington County Employees Retirement System, sick leave is paid out at 25% for employees hired after July 1, 2011.

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