



ROMAN CATHOLIC DIOCESE OF BOISE

Classified Employee Benefits Summary for Catholic Schools

Health Insurance Plan (Blue Shield of California) - RetaTrust

- All employees who work a minimum of 30 hours per week are eligible for health insurance. *For Long-Term Substitutes, there is a 90-day look back for medical benefits. If long-term substitutes are employed over 90 days, they need to be offered all applicable benefits. Effective date of insurance would be the first day of the month following the 90-day look back. Contact Diocesan Payroll if questions.*
- Spouse and dependent coverage available, paid by employee with pre-tax dollars. Note that eligible dependents may remain on your plan up to age 26. Coverage ends the last day of the birthday month.
- Insurance becomes effective the first day of the month after 60 days of employment. We highly recommend you complete this process by the 10th of the month. If the information is not entered in the Reta site in a timely manner, you run the risk of having double premiums withheld in one month.
- [Click here](#) to view the three different medical plan options (scroll down to Health Insurance Forms).
- **You must go online to complete the enrollment process for health, dental and vision insurance coverage. You will receive an email from MyEnrollServices within 2-3 weeks of your hire date. If you do not receive the email, please contact the Payroll Specialist by emailing: msmith@rcdb.org.**

Dental* Plan (automatically provided with the Health Insurance Plan)

Vision* Plan (automatically provided with the Health Insurance Plan)

***These benefit options are not mutually exclusive; you may not elect without carrying the medical insurance. Health Insurance premiums include medical, dental and vision insurance.**

403(b) Investment Plan - Empower Retirement

- 3% auto enroll retirement plan that allows employees to contribute to their own account with pre-tax or post-tax dollars.
- After 60 days of employment, Payroll sets up automatic 3% deduction. If you want any changes made to this automatic deduction, you must set up your account online and complete the necessary information. In order to avoid an automatic 3% deduction, the new employee must opt out before the 60 day time frame. To change your deduction or opt out entirely, go to: www.empower-retirement.com

Lay Pension Plan - Retirement Focus managed by USI

- Employees who regularly and customarily work at least 20 hours a week are eligible for participation in the Diocese of Boise pension plan. Employees are 50% vested after 5 years of service, 100% vested after 10 years of service. This is a defined benefit plan funded by employer contributions. For more information, click here: [Lay Pension Plan](#)

Long Term Disability (LTD) and Group Life Insurance - United Heritage

- LTD is effective the first day of the month following your hire date. Benefits are available after 90 days of disability.
- Life Insurance, with an Accidental Death and Dismemberment provision, is effective the first day of the month following your hire date. Benefit does decrease 35% at age 65 and 50% at age 70.
- For more information, click here: [Life Insurance and Long Term Disability Insurance](#)



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Employee Assistance Program (EAP) ComPsych Disability Guidance

Disability Guidance is provided for support, resources and information for personal and work-life issues. This is company-sponsored, confidential and provided at no charge to you or your dependents. For more information, click here: [EAP details](#)

Flexible Spending Account (FSA) - Admin America

- Regular part-time and full-time employees are eligible to participate in this annual benefit which runs from January 1 through December 31 each year.
- Mid-year changes to your FSA elections may only be made if you have experienced a qualified life status change. For more information and benefit forms, go to: [Benefits Information](#)
 1. Health Care - Employees may contribute up to \$3,400 pre-tax dollars per year to pay for medical, dental and vision expenses not covered by insurance.
 2. Dependent Care - Employees may contribute up to \$7,500 per household or \$3,750 if married, filing separately. Deductions are pre-tax dollars used to pay for daycare expenses.

Tuition Benefit

- All full-time employees (those who work 30+ hours per week) are entitled to free tuition for their children at any of the Catholic Schools in the Diocese.

Sick Leave

- All regular full-time and regular part-time employees who work at least 20 hours per week will be allowed 10 sick leave days per school contract year with pay. Unused sick leave may be accumulated from year to year up to a maximum of 60 days.

Vacation Leave

- The paid vacation on pg. 24 of the Personnel Policies is for year round (12 month) employees. In most cases, school employees are not year round (12 month); therefore, this vacation policy does not apply. Typically schools provide each employee with two (2) personal days each year, which do not carry over into the next year; they must be used during the current school year.

Holiday Pay

- Holidays are determined at the local level. A calendar of designated work days will be provided to each school employee that document paid holidays. Schools typically give 5 paid holidays (Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day).

Temporary Employment

- Temporary employees are not eligible for benefits except as required by law.

For specifics on each benefit, refer to the Diocese of Boise Catholic School Policy Handbook. [Click here](#) for details.