



Employee Benefits

Updated August 2022

Compensation and Benefits

Benefits Summary

Classification	Threshold	Benefits
Temporary Staff (Non - Exempt)		Paid Sick Leave, Social Security, Medicare, Worker's Compensation (L&I)
Part Time Staff (Non-Exempt)	0-34 Hours per week ¹	Paid Sick Leave, Social Security, Medicare, Worker's Compensation (L&I), Personal Leave
Full Time Staff (Non-Exempt)	35+ Hours per week ⁶	Paid Sick Leave, Social Security, Medicare, Worker's Compensation (L&I), Personal Leave, Paid Holidays
Part Time Faculty (Exempt)	1-3 Classes (5-19 teaching hours)	Paid Sick Leave, Social Security, Medicare, Worker's Compensation (L&I), Personal Leave, Professional Leave, Tuition Reduction
Full Time Faculty (Exempt)	4+ Classes (20+ teaching hours)	Paid Sick Leave, Social Security, Medicare, Worker's Compensation (L&I), Personal Leave, Professional Leave, Tuition Reduction, Monthly Discretionary Bonus, Retirement
Management (Exempt / Non-Exempt)	35+ Hours per week ⁶	Paid Sick Leave, Social Security, Medicare, Worker's Compensation (L&I), Personal Leave, Professional Leave, Tuition Reduction, Monthly Discretionary Bonus, Retirement

Paid Sick Leave

Paid sick leave is available for employees to care for their health and the health of their family members. Paid sick leave may be used for the following: An employee's mental or physical illness, injury or health condition, preventive care such as medical, dental, or optical appointments and/or treatment, care of a family member with an illness, injury, health condition and/or preventive care such as a medical/dental/optical appointment, closure of the employee's place of business or child's school/place of care by order of a public official for any health-related reasons, if the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking

Paid sick leave begins to accrue at the start of employment. Employees accrue paid sick leave at a rate of one (1) hour for every 40 hours worked. There is no cap on the number of paid sick leave hours that may be accrued in a year.

Paid Sick Leave Accrual year is: July 1 to June 30. At the end of the paid sick leave accrual year unused paid sick leave balances of 40 hours or less will carry over to the following year.

¹ Hours per week while school is in session. Summer hours are detailed in individual position description.

Paid sick leave hours will be compensated at an employee's regular rate of pay.

Employees will be notified of their paid sick leave balances each pay period on their pay stub.

If an employee separates from employment, there will not be any financial reimbursement or other payout to the employee for accrued, unused paid sick leave at the time of separation. If an employee leaves employment and is rehired within 12 months of separation, any accrued, unused paid sick leave will be reinstated to the employee's paid sick leave balance.

Exempt employees should report sick leave time used to the office. Non-exempt employees should report sick leave time used on their time tracking sheet.

Social Security and Medicare

The River Academy makes the required employer's contribution to the Social Security and Medicare for employees.

Worker's Compensation

The River Academy provides worker's compensation insurance. Worker's compensation may be used for claims involving a job-related injury or illness.

Personal Leave

All employees (except temporary staff) are eligible for up to 24 hours of personal leave based on FTE. Personal leave hours may be used for planned or unplanned personal leave.

Faculty may request personal leave by completing a personal leave request form. The employee must first find a suitable substitute to take their classes, submit plans for the substitute, and request approval from their direct supervisor.

If an exempt employee is not at the school during their scheduled working hours, for any reason other than approved school-related business, it will count as a minimum of two hours of personal leave time. If an exempt employee exhausts all personal leave, any full-day absence from a scheduled work day will be considered unpaid leave and salary payments will be adjusted accordingly.

Non-exempt employees should report personal leave time used on their time tracking sheet in increments of no less than one hour.

Personal leave does not accrue or carry over from fiscal year to fiscal year.

Paid Holidays

Non-exempt employees are entitled to holiday pay for the number of hours they normally would have worked on that day. Holidays: Good Friday, Memorial Day, Fourth of July, and Labor Day.

Professional Leave

Faculty and management are eligible for up to four professional leave days based on FTE. Examples of professional leave include, but are not limited to the following: educational conferences, invitation to speak at a conference or school, observation of a teacher in another school requiring the use of a substitute teacher at The River Academy. It is preferred that professional leave takes place over the summer so as to not require the hiring of a substitute teacher.

Professional leave does not accrue or carry over from fiscal year to fiscal year.

Tuition Reduction

Faculty and management are eligible for tuition reduction up to 100% based on FTE.

Discretionary Bonus

Funding permitting, full-time faculty and management may be provided with a one-time or monthly discretionary bonus. The frequency and value of any discretionary bonuses are at the complete discretion of the Head of School.

Retirement

Funding permitting, full-time faculty, and management may be provided with a monthly retirement contribution. The frequency and value of contributions are at the complete discretion of the Head of School.

Extended Leave

In the event that an employee needs to take an extended period of leave due to personal or family reasons, the Head of School has the discretion to determine if this extended leave will be paid or unpaid. The Head of School will determine this based on what is in the best interest of the school and the employee. Employees needing an extended period of leave may also qualify for benefits through Washington State Paid Family and Medical Leave.

Unpaid Leave

Whenever an employee is absent from a scheduled work day, unless covered by Paid Sick Leave, Personal Leave, Professional Leave, or Extended Leave, the employee shall not be paid for the day absent.

Unemployment Insurance

Pursuant to RCW 50.44.040, The River Academy is exempt from Washington's unemployment benefit insurance coverage as a school operating primarily for a religious purpose. Because The River Academy does not participate in the unemployment insurance, you may not be eligible for benefits when your employment ends.

Compensation

Payroll schedule

All employees will be paid on the 15th and the last day of the month. Exempt employees are paid on a salaried basis in 24 equal installments, beginning July 15th and ending June 30th. Non-exempt employees are paid on an hourly basis.

Direct deposit

The River Academy uses direct deposit for all paychecks.

Professional Development

All faculty and management of The River Academy are encouraged to pursue professional development. Funds for professional development will be set annually in the school budget. The Head of School will determine employees who are eligible for professional development funds on a case-by-case basis.

The Faculty Development Plan is a seven-year cycle that incorporates weekly staff meetings, monthly staff training, as well as opportunities for faculty mentorship and partnership for observation, support, and growth.