

**SEEM COLLABORATIVE**  
**Benefits Overview and Eligibility**

Note: It is the employee's responsibility to complete the required forms within 30 days of start date.  
 Failure to complete the forms within 30 days of the employee's start date could result in loss of eligibility.

**Pay: Pay/Salary is spread out over 26 pay periods.**

Benefit	Takes Effect	Enrollment Deadline	Cost	Eligibility
Health Insurance	There is a sixty (60) day waiting period that takes effect on the first day of the month after sixty (60) consecutive days of full-time employment.	Within 30 of employee start date.	SEEM pays 70% of the premium. Employee Cost is spread out over 24 per periods.  For current plan rates visit: <a href="http://seemcollaborative.org">http://seemcollaborative.org</a> Click on Employment and Human Resources and select Forms and Documents	Full-time employee who works 1,040 hours per School Year. <b>Note: You may make changes in your coverage during open enrollment, or within 30 days of a qualifying event.</b>
Dental Insurance	There is a sixty (60) day waiting period that takes effect on the first day of the month after sixty (60) consecutive days of full-time employment.	Within 30 of employee start date.	100% <b>Employee Paid.</b> Employee Cost is spread out over 24 per periods.  For current plan rates visit: <a href="http://seemcollaborative.org">http://seemcollaborative.org</a> Click on Employment and Human Resources and select Forms and Documents	Full-time employee who works 1,040 hours per School Year. <b>Note: You may make changes in your coverage during open enrollment, or within 30 days of a qualifying event.</b>

Life Insurance \$20,000 Policy  <i>Note: Employee may purchase and pay for additional coverage.</i>	There is a sixty (60) day waiting period that takes effect on the first day of the month after sixty (60) consecutive days of full-time employment.	Within 30 of employee start date.	100% Paid by SEEM for \$20,000 policy.	Full-time employee who works 1,040 hours per School Year.
<b>Benefit</b>	<b>Takes Effect</b>	<b>Enrollment Deadline</b>	<b>Cost</b>	<b>Eligibility</b>

Long-Term Disability	There is a sixty (60) day waiting period that takes effect on the first day of the month after sixty (60) consecutive days of full-time employment.	Within 30 of employee start date.	100% Paid by SEEM	Full-time employee who works 1,040 hours per School Year.
----------------------	---	-----------------------------------	-------------------	---

Short-Term Disability	There is a sixty (60) day waiting period that takes effect on the first day of the month after sixty (60) consecutive days of full-time employment.	Within 30 of employee start date.	100% <b>Employee Paid.</b> Rates are determined by evaluating information based each individual.	Full-time employee who works 1,040 hours per School Year.
-----------------------	---	-----------------------------------	--	---

Accidental Death & Dismemberment	There is a sixty (60) day waiting period that takes effect on the first day of the month after sixty (60) consecutive days of full-time employment.	Within 30 of employee start date.	100% Paid by SEEM	Full-time employee who works 1,040 hours per School Year.
----------------------------------	---	-----------------------------------	-------------------	---

Massachusetts Teachers Retirement For more information: <a href="http://www.mass.gov/mtrs/">http://www.mass.gov/mtrs/</a>  617- 679-MTRS (6877)	Your Hire Date	None	Employee contributes as required by law.	Full-Time employee working in a position that requires a DESE license.
---	----------------	------	--	--

State Retirement System For more information: <a href="http://www.mass.gov/treasury/retirement/state-board-of-retire/">http://www.mass.gov/treasury/retirement/state-board-of-retire/</a>  617-367-7770	Your Hire Date	None	Employee contributes as required by law.	Full-Time employee working in a position that does not require a DESE license.
---	----------------	------	--	--

<b>Benefit</b>	<b>Takes Effect</b>	<b>Enrollment Deadline</b>	<b>Cost</b>	<b>Eligibility</b>
----------------	---------------------	----------------------------	-------------	--------------------

457 Retirement Plan (Voluntary) For more information: <a href="https://mass-smart.gwrs.com/preLoginContentLink.do?accu=MassachusettsWR&amp;contentUrl=prelogin.participate.aboutYourPlan&amp;specificBundle=preLogin">https://mass-smart.gwrs.com/preLoginContentLink.do?accu=MassachusettsWR&amp;contentUrl=prelogin.participate.aboutYourPlan&amp;specificBundle=preLogin</a>  (877) 457-1900	Your Hire Date	None	Employee makes contributions. There is not a SEEM match.	Part-Time and Full-Time Employees.
---	----------------	------	--	------------------------------------

403 (b) Retirement Plan (Voluntary) For more information: SEEM Human Resources 781-279-1361 x 1116.	Your Hire Date	None	Employee makes contributions. There is not a SEEM match.	Part-Time and Full-Time Employees Current Approved Vendors are: Mass Mutual - Waddell & Reed – MetLife – USAA - Valic
--	----------------	------	--	--

Tuition Assistance	Your hire date	None	SEEM will pay up to \$1,000 per Fiscal Year (processed in June) as long as total Reimbursement Pool for all employees doesn't exceed \$20,000.	Full-time employee who works 1,040 hours per School Year.
--------------------	----------------	------	--	---

Personal and Professional Time	Your Hire Date.	N/A	N/A	Employees who work 1040 hours per school year are allowed two paid personal days per year. These days are to be used for business that cannot be conducted outside normal work hours. Personal days may not be used to extend a long weekend or school vacation. Personal days that are not used in the school year will be rolled over into accrued sick time. All personal time must be scheduled in advance and be approved by the Executive Director or designee.
--------------------------------	-----------------	-----	-----	---

<b>Benefit</b>	<b>Takes Effect</b>	<b>Enrollment Deadline</b>	<b>Cost</b>	<b>Eligibility</b>
----------------	---------------------	----------------------------	-------------	--------------------

Sick Days	Your Hire Date.	N/A	N/A	Full-time employee who works 1,040 hours per school year. Employees earn 1 day per month for months worked excluding days worked in the Extended Year Program. School Year 10 and 11 Month Employees - cumulative from year to year up to a maximum of sixty-five days. 12-Month Employees - cumulative from year to year up to a maximum of eighty days.
-----------	-----------------	-----	-----	---

Credit Union - Metropolitan Credit  For more information: SEEM Human Resources 781-279-1361 x 1116	Your Hire Date.	N/A	N/A	All employees are eligible. There is a minimum payroll deduction (deposit to your account) of \$10 per pay period.
--	-----------------	-----	-----	--

12-Month Employees - Vacation	Your Hire Date.	N/A	N/A	<p>Full Time 12-Month Employee.  1-3 years of service 2 weeks  4-7 years of service 3 weeks  8 or more years of service 4 weeks  In cases where provisions are made within the employee's contract that are not consistent with the above schedule, the contract will take precedent. Vacation time must be used within the contracted time unless extended with written approval of the Executive Director. Earned vacation time remaining at termination will be paid at the current rate.</p>
-------------------------------	-----------------	-----	-----	--

12-Month Employees -Holidays	Your Hire Date.	N/A	N/A	<p>Full Time 12-Month Employee.  Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day Recess (Thursday and Friday),  Christmas Day, New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Patriot's Day, Memorial Day, and July 4th</p>
------------------------------	-----------------	-----	-----	---