

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 thirty (30) day waiting period that takes effect on the first day of the month after thirty (30) 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: Link to 2023-2024 Benefits Guide for Health, Dental, Life, and Disability Insurance - Summaries and Rate Information. Please note that this link is provided in the enrollment form for Health, Dental, Life, and Disability Insurance. https://view.onedigital.com/see/mcollaborative20232024ben	Full-time employee who works 1,040 hours per School Year. Note: You may make changes in your coverage during open enrollment, or within 30 days of a qualifying event.
Dental Insurance	There is a thirty (30) day waiting period that takes effect on the first day of the month after thirty (30) consecutive days of full-time employment.	Within 30 of employee start date.	100% Employee Paid. Employee Cost is spread out over 24 per periods. For current plan rates visit: https://present.onedigital.com/seem-collaborative-2022-benefit-guide-vtj0xtt6rh/full-view.html	Full-time employee who works 1,040 hours per School Year. Note: You may make changes in your coverage during open enrollment, or within 30 days of a qualifying event.

Benefit	Takes Effect	Enrollment Deadline	Cost	Eligibility
Life Insurance \$20,000 Policy <i>Note: Employee may purchase and pay for additional coverage.</i>	There is a thirty (30) day waiting period that takes effect on the first day of the month after thirty (30) 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.
Long-Term Disability	There is a thirty (30) day waiting period that takes effect on the first day of the month after thirty (30) 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 thirty (30) day waiting period that takes effect on the first day of the month after thirty (30) consecutive days of full-time employment.	Within 30 of employee start date.	100% Employee Paid. 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 thirty (30) day waiting period that takes effect on the first day of the month after thirty (30) 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.

Benefit	Takes Effect	Enrollment Deadline	Cost	Eligibility
<p>Massachusetts Teachers Retirement For more information: http://www.mass.gov/mtrs/</p> <p>SEEM Human Recourses Administrator 781-279-1361 x 1116.</p>	Your Hire Date	None	Employee contributes as required by law.	Employees working in a position that requires a DESE license. Must work half time or more than half time.
<p>State Retirement System For more information: http://www.mass.gov/treasury/retirement/state-board-of-retire/</p> <p>SEEM Human Recourses Administrator 781-279-1361 x 1116.</p>	Your Hire Date	None	Employee contributes as required by law.	Employees working in a position that does not requires a DESE license. Must work half-time or more than half-time.
<p>457 Retirement Plan (Voluntary) For more information: https://mass-smart.gwrs.com/preLoginContentLink.do?accu=MassachusettsWR&contentUrl=prelogin.participate.aboutYourPlan&specificBundle=preLogin</p> <p>SEEM Human Recourses Administrator 781-279-1361 x 1116.</p>	Your Hire Date	None	Employee makes contributions. There is not a SEEM match.	Part-Time and Full-Time Employees.
<p>403 (b) Retirement Plan (Voluntary) For more information: www.omni403b.com</p> <p>SEEM Human Recourses Administrator 781-279-1361 x 1116.</p> <p>The following Investment Providers are no longer authorized to establish new accounts for this plan. Employees currently contributing to one of these Investment Providers may continue their contributions without interruption. Mass Mutual VA - Victory Capital (USAA Mutual Funds)</p>	Your Hire Date	None	Employee makes contributions. There is not a SEEM match.	Part-Time and Full-Time Employees

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Tuition Assistance	Your hire date	None	SEEM will pay up to \$1,200 per Fiscal Year (processed in June) as long as total Reimbursement Pool for all employees doesn't exceed \$25,000. 50% of the cost of one course, up to the amount determined by formula (\$25,000 divided by number of employees that submit), provided that the maximum amount may not exceed the cost of the course or \$1,200 per employee in any fiscal year.	Full-time employee who works 1,040 hours per School Year.
Personal and Professional Time	Your Hire Date.	N/A	N/A	During the first year of continuous employment full-time employees with a start date of July 1st through December 31st will receive three (3) personal days and full-time employees with a start date of January 1st or after will receive 2 (two) personal day. For each year after the first contract year, full-time employees will receive three (3) personal days per contract 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. Justification will be required for any request to use a personal day that extends 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.

Benefit	Takes Effect	Enrollment Deadline	Cost	Eligibility
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. Sick Days are cumulative from year to year up to one hundred (100) days.
Credit Union - Metropolitan Credit For more information: SEEM Human Resources Administrator 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	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.
12-Month Employees -Holidays	Your Hire Date.	N/A	N/A	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, Juneteenth, and July 4th