

Benefits Package

October 2022 to September 2023

East Harlem Tutorial Program recognizes the importance of providing our staff with options for their healthcare so that they can care not only for themselves, but also for their families. We are committed to ensuring our benefits are affordable for all of our staff, no matter your position or salary.

Health Coverage

Through Empire Blue Cross Blue Shield with a nationwide network of doctors:

Choose from 3 Medical Plans

- FREE preventative care
- FREE Telehealth visits, *including mental health therapy*
- Nationwide in- and out-of-network coverage
- Cash incentives for annual physical, flu shots, and expectant moms program
- Employer Contribution: 85% single/ 65% family

FREE Dental coverage

- Option to upgrade to higher coverage including child and adult orthodontia
- Option for out-of-network coverage through reimbursement

Choose from 2 Vision Plans

- FREE annual vision test
- Option for out-of-network coverage through reimbursement

Mental Health and Well-Being

[Nivati](#) is a virtual mental health services provider paid for by EHTP. Nivati provides wellness and mindfulness sessions on demand, live group classes and teletherapy

Visit the [Nivati website](#) and register with your mobile number and work email. Nivati is 100% HIPPA compliant, which means, your employer will never know if you use or what services you use or how often. You can ensure privacy and confidentiality.

Employee Assistance Program (EAP)

Our EAP offers confidential assistance with a counselor who will help you evaluate your concerns, and suggest the best steps for resolution before they have a greater impact on your life. EAP counselors are experienced masters or doctoral-prepared mental health professionals who can assist with a variety of problems, including:

- Stress related to work, family, and personal life
- Balancing work and family
- Coping with change and transition, grief and bereavement
- Marital, family and parent-child issues
- Emotional and mental health concerns
- Problems with alcohol and drugs

Employer-Paid Plans

Health Reimbursement Accounts

- Up to \$3,650 (single) or \$4,300 (family) yearly to help cover your medical deductible and coinsurance expenses

Supplemental Short-Term Disability

- Eligible employees receive a portion of their pay to supplement NYS short-term disability; 60% of your salary up to \$1500 a week for 26 weeks.

Group Term Life Insurance

- Coverage equal to 1x your annual salary.

Accidental Death and Dismemberment

- Supplement to life insurance and disability insurance.

Long Term Disability

- Additional coverage after extended time off due to disability; 60% of your salary up to \$5000 per month.

Supplemental Pay Plans (paid by employee tax)

NYS Short-Term Disability

- Eligible employees receive up to \$170 per week for a qualifying short-term illness up to 26 weeks.

NYS Paid Family Leave

- Eligible employees receive 67% of their pay (for 2021) up to \$971.61 for a maximum of 12 weeks for a qualifying leave including bonding with your child, caring for a sick family member or qualifying military leave.

Additional Plan Options

Flexible Spending Accounts:

Save on eligible expenses with tax-free dollars deducted from your wages.

Allowed expenses include:

- Health Care: co-pays, prescriptions, glasses, medical equipment, etc.
- Commuter: Metrocards, Railroad passes, parking expenses, etc.
- Dependent Care: child or dependent day care, summer day camps, etc.

Optional Supplemental Coverage (through Aflac, employee paid)

- Short-term disability
- Life Insurance
- Legal coverage
- Hospital Indemnity
- Accident Protection

- Critical Illness

Retirement Planning Assistance

- 403(b) Retirement Savings Plan
- Employer Match after 1 (one) year of continuous employment
- One-on-one assistance from our retirement planning specialist

Paid Time Off (PTO)

EHTP ensures employees get the time off they need during the school year. Our instructional/10-month staff are eligible for up to 10 (ten) days of flexible time off. Non-instructional/12-month staff are eligible for up to 15 (fifteen) days. In addition, we offer the following paid holidays and breaks throughout the school year:

- Independence Day
- Labor Day
- Indigenous People's Day
- Veteran's Day
- Thanksgiving Break (3 days)
- Winter Break (2 weeks)
- Martin Luther King, Jr. Day
- Lunar New Year
- Mid-Winter Break (1 week)
- Good Friday
- Spring Break (1 week)
- Memorial Day Weekend (Friday and Monday)
- Juneteenth
- Summer Rest Days

In addition, we provide time to our staff for life events they can't always control.

- Paid Parental Leave: Eligible employees receive 18 to 20 weeks of 100% paid leave to bond with their child including foster or adoptive parents.
- Bereavement: 5 days
- Jury Duty: 10 days

Culture of Learning and Development

Our high-accountability culture and numerous opportunities for professional growth and development are central to attracting and retaining the best talent. At the beginning of each school year, our staff goes through a robust, holistic, and antiracist two-week professional development, “Build Days.” This development includes subject/specialty based-training, curriculum unpacking and internalization, and antiracist, culturally conscious pedagogical and classroom practices. In addition, we dedicate every Friday afternoon during the academic year to curated professional learning for our teachers.

Throughout the year, we offer eligible employees (paid and unpaid) options to participate in leadership opportunities and development. This includes:

- Grade Team Leader
- Department Chair
- Executive Leadership Residency (*aspiring network leaders*)
- Leadership Fellows (*new and emerging leaders*)
- 360-Performance Evaluations and Coaching
- Consistent In-Class Observations and Feedback

We are proud when our staff choose to further their career through education. EHTP will reimburse tuition expenses to an employee up to a maximum of \$1,000 per fiscal year for continuing education. This education may include but is not limited to college credit courses (Associates/Bachelors), continuing education courses (Masters/Ph.D.), and certifications.

Compensation

In alignment with our antiracist commitments, we are intentional about ensuring updated and competitive salaries in comparison to the NYC Department of Education and other charter school-networks. We ensure compensation equity by consistently reviewing staff salaries against market trends and conditions, and adjusting salary decisions based on a comprehensive, non-subjective compensation scale.

We reward our employees who help grow the organization or the community or by referring candidates who contribute to advancing the teaching, learning, and culture of our organization. Some of the ways we do this include:

- Referral Bonus: up to \$1,000 if you refer a candidate who is hired
- Founder's Bonus: \$1,000 to staff who are part of a founding school team
- Returner's Bonus: \$5,000 for staff who return for their 5th-full academic year
- Relocation Stipend: one-time payment of \$1,500 if you relocate to East Harlem during your employment

Culture of Recognition

We believe that recognizing the achievements of our staff goes a long way in cultivating a culture of appreciation and value. We also intentionally make space for staff voices in decision-making, where applicable, and ensure diverse perspectives are celebrated.

Annual Staff Summits give us the opportunity not only to hear from our staff but also encourage, develop and shout them out, too! During the Summit, the Core Values Award Ceremony rewards exemplary staff with a \$500 gift card. The seven staff members are chosen by a network-wide vote based on exemplary display of at least one of our seven Core Values. Town Halls are regularly scheduled as well to keep staff up-to-date with on-going changes, especially amidst a pandemic. You may even get a shout out there too and win a \$100 gift card!

Note: The information provided in this document is subject to change at the discretion of the senior management team. Employees will be notified in advance of any changes.