Great Prairie Area Education Agency
Administrative Staff Employee Benefits

1. Paycheck Direct Deposit
Payroll funds will be directly deposited into your selected account(s) the first business day of each month.

2. Health/Dental/Vision Insurance
Full-time employees (1,544 hours) will receive a monthly amount of $1,050 to a cafeteria benefit plan. Part-time employees (between 1,000 and 1,543 hours) shall receive a prorated percentage based on contracted hours. If an employee has other coverage (excluding Marketplace or coverage purchased directly with an insurance carrier), this benefit may be taken as additional salary. Great Prairie offers 4 Wellmark BC/BS of Iowa health plans with premiums starting at $796 for single coverage and $1,896 for family coverage.

3. Iowa Public Employees Retirement System
As an employee of Great Prairie, you are covered by the Iowa Public Employees Retirement System (IPERS) , a defined benefit retirement plan. The total contribution for retirement is 15.73% of which 6.29% is the employee's contribution.

4. Leaves of Absence

A. Sick Leave – Full-time employees are granted 144 hours of paid sick leave of which 96 hours may be used annually for family members. The maximum accumulation of sick leave is 1,264 hours.
B. Bereavement Leave – Paid Bereavement Leave is provided on an as-needed basis.
C. Personal Leave - Paid personal leave of 16 hours and 8 hours may be rolled over annually.
D. Vacation – Full-time employees: 80 hours for years 1–5, 120 hours for years 6–10, & 160 hours for years 11+.

5. Long-Term Disability Coverage
Employer paid Long-Term Disability coverage with a 90-day waiting period that pays 60% of covered salary up to a maximum of $160,000.

6. Term Life Insurance
Employer paid two times their annual salary (rounded to nearest thousand) Term Life Insurance for each staff member (1,000 hours or more).

7. Flexible Spending Accounts (FSA)
An employee may defer up to $3,400 per year (07/01/26) for unreimbursed health and dental expenses on a pretax basis and up to $7,500 per year for dependent care expenses on a pretax basis. The dependent care program is for day care expenses for children under 13 and dependent adults. FSA debit cards available.

8. Tax Sheltered Annuity (TSA)
The agency participates in the State of Iowa Retirement Investors Club (RIC) program. Through a voluntary pre-tax payroll deduction, you may contribute into a 403(b)-retirement plan (similar to a 401K).

9. Employee Assistance Program (EAP)
EAP Services are provided by Lifeworks. Three free coaching sessions for finances, legal and physical/mental wellbeing are available to employees and their immediate family members. Unlimited phone call support 24/7.

10. Travel Expense Reimbursement
Mileage incurred as a part of one's job assignment is reimbursed monthly at $.46/mile.

11. Office closed days
4th of July, all Fridays in July, Labor Day, Thanksgiving Break, Winter Break, and Memorial Day.

12. Employee chosen days
5 days of Spring Break.
1 day employee chosen Floating holiday.