

**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), 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**

4<sup>th</sup> 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.