

LIONSGATE ACADEMY

504 EMPLOYEE BENEFITS

Original Adoption Date: 11/18/2014

Revision Date(s): 12/30/2017, 01/04/2018

Review Date(s): 10/28/2014 , 1/5/2021

I. PURPOSE

It is the purpose of this policy to provide a summary of employee benefits and the method of determining eligibility.

II. GENERAL STATEMENT OF POLICY

Lionsgate Academy seeks to offer a benefits package that is market competitive, valued by employees, and affordable to the school.

III. POLICY

- A. Employees of Lionsgate Academy may be eligible to participate in the following benefit programs:
 - a. Medical Insurance
 - b. Dental Insurance
 - c. Vision Discount Plan
 - d. Health Savings Account (HSA)
 - e. Flexible Spending Account (FSA)
 - f. Basic Life and Accidental Death & Dismemberment (AD&D) Insurance
 - g. Additional Voluntary Life and AD&D Insurance
 - h. Short- and Long- Term Disability Insurance
 - i. Employee Assistance Program
 - j. Paid Leave
- B. Benefits eligibility is dependent upon a variety of factors, including employee classification. Employees can refer to plan documents for eligibility and specific plan provisions concerning individual benefits programs. Additional information regarding Employee Benefits is included in the Benefits Guide.
 - a. Regular full-time employees, as defined by state and federal guidelines, will be provided with the option to elect additional employee benefits.
 - b. Part-time (averaging under 30 hours per week or 130 per month) and temporary employees are not eligible for benefits.
 - c. Regular part-time employees whose hours temporarily increase to cover for other employees are not eligible for benefits.
- C. Regular full-time employees who elect benefits will have the employee-paid portion of the benefits deducted from their pay on a pre-tax basis.

- D. The existence of benefit programs does not constitute an entitlement to such benefits and does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.
- E. In accordance with state law, Lionsgate Academy complies with its obligation to carry workers' compensation insurance.
- F. This policy does not contain the complete terms and/or conditions of any of Lionsgate Academy's insurance benefit plans. In case of any discrepancy between this policy and the actual plan documents, the actual plan documents will prevail.
- G. Lionsgate Academy reserves the right and maintains the discretion to interpret, add, revise, and drop the benefits program.

Legal References:

Patient Protection and Affordable Care Act - H.R.3590

Workers Compensation, Minnesota Statutes, Chapter 268