



CLASS Benefits

For Full-Time (30+ Hours per week) Employees:

- ❖ Paid Time Off Plan: PTO may be taken after six months of employment, with accrual starting the first pay period after hire. Earning Rates: 6 days first year, 3 weeks per year 1–5 years, with one-week incremental increase at 6, 11, and 21 years of experience.
- ❖ Sick Leave: Sick Leave may be taken after six months of employment, with accrual starting the first pay period after hire.
- ❖ Flex Spending Plan: Flex spending plans may assist with health and/or dependent care. Employees may enroll after six months of employment.

After 90 days of employment:

- ❖ Paid Holidays: Seven paid holidays per year may be taken after 90 days of employment.
- ❖ Health (PPO), Dental (PPO): Employer/employee paid (dependent coverage available with payroll deduction)
- ❖ Retirement Plan: 401k
- ❖ Tax Savings: Pre-tax plan for healthcare and dental premiums, flex spending, and 401k
- ❖ Life Insurance: \$25,000 per term, organization paid (dependent coverage available with payroll deduction)
- ❖ Short-Term Disability: Organization paid
- ❖ Long-Term Disability: Organization paid
- ❖ Funeral Leave: Discretionary to relationship and status, up to 40 hours max

All Employees:

- ❖ Employee Assistance Program (EAP) for KDOT Employees
- ❖ Jury Duty (up to 12 weeks of paid time off)
- ❖ Military Leave
- ❖ Flexible Work Schedules
- ❖ Education Benefits (Belinda Brumfield Scholarship)
- ❖ Family and Medical Leave (up to 12 weeks per year, eligible after 1 year or 1250 hours)
- ❖ Grievance Procedure
- ❖ Performance Evaluation System
- ❖ Opportunity for Annual Merit Pay Raises
- ❖ Promotion Opportunities
- ❖ Mileage Reimbursement (.30/mile)
- ❖ Payday Every Two Weeks (Thursdays)
- ❖ Payroll at CLASS is available by direct-deposit only
- ❖ Payroll Deduction (for some items)
- ❖ Kansas Teacher's Credit Union Membership Eligibility