



**PPEP Inc. Benefit Summary
Information January 1, 2022 –
December 31, 2022**

Eligibility	All full time employees are eligible for benefits on the 1 st of the month following 60 days of continuous service.
Holidays	Eligible upon date of hire. 13 observed holidays: New Year's Day, Martin Luther King Day, Presidents Day, Cesar Chavez Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, December 24, December 25.
Employee Navigator	PPEP's employee self-service portal allows employees to update their own information, enroll for benefits, and view benefit documents.
Medical Insurance (PPEP co-pays prem.)	United Healthcare 1 PPO Plan; 2 High Deductible Health Plans w/HSA.
Health Savings Account	PPEP deposits \$83.33 per month for those enrolled in the either of the 2 High Deductible Health Plans.
Dental Insurance	Metlife (2 PPO plans); Metlife Low Plan and Metlife High Plan
Vision	VSP Choice – well vision exam, discounts on glasses, frames, and lenses/contacts.
Section 125 Pre-Tax & Flexible Spending Acct.	Medical/Dental Reimbursement - up to \$2,500 per plan year. Dependent Daycare – up to \$5,000 per plan year.
Group Term Life/AD&D (Employer Paid)	Mutual of Omaha – Employee \$25,000, Spouse \$5,000, Child \$2,000
Group Short Term Disability (Employer Paid)	Mutual of Omaha – Employee only - 60% weekly salary up to \$2,000 Elimination Period: 29 days accident, 29 days sickness. (Coverage is effective after one year of employment.)
Group Long Term Disability (Employer Paid)	Mutual of Omaha – Employee only – 60% monthly salary up to \$7,500 (Coverage is effective after one year of employment.)
Voluntary Life Insurance	Mutual of Omaha – Employee up to \$500,000; Spouse up to \$250,000 Dependent Child up to \$10,000.
Supplemental Insurance (Voluntary)	Colonial Short Term Disability, Life Insurance, Accident Insurance Cancer Insurance, Critical Illness Insurance, Hospital Confinement Indemnity Insurance.
401k Retirement Plan	Employee salary deferral up to federal maximum, in accordance with IRS

regulations. PPEP Inc. May make a discretionary matching contribution. Eligible to participate in the plan on 1st day of each quarter.

Legal Plans (Voluntary)

Legal Shield offers two types of Legal Plans; Identity Theft and Legal Plan

Long Term Care Plan (Voluntary)

UNUM – Facility monthly benefit amounts between \$2,000 - \$8,000. Benefit duration of three years, six years or lifetime. Evidence of Insurability may be required if you did not apply when first eligible.

Deductible Assistance

PPEP Inc. may reimburse you up to the following amounts if enrolled in the Performance Plan or Classic Plan once the deductible is completely fulfilled. \$1,500 Classic Plan, \$750 Performance Plan

PTO

All employees except Charter School employees:

Eligible employees may use accrued leave after ninety (90) days of continuous service.

Regular FT Exempt Employees 30 + hours per week earn up to 20 days per year.

Regular FT Non-Exempt Employees 30 + hours per week earn up to 15 days per year.

Regular PT Employees 20 hours but less than 30 hours accrue leave on a pro rata basis.

Accrue leave on a pro-rated – based on hours worked per pay period.

Charter School Employees:

Full Time Eligible job classifications as assigned will receive a PTO frontload of 48 hours at the start of their employment/school year of service.

Part-Time eligible job classifications as assigned will receive a PTO frontload of 36 hours at the start of their employment/school year of service.

Service Credit Hours

Service credit hours are extra combined leave hours given to employees for each year of service at PPEP. Charter employees are not eligible for service credit hours. Each full year an employee will receive four extra hours of combine leave.

Please note this is a summary only. Detailed information about benefit choices are provided to eligible Employees who meet the guidelines as determined by PPEP Inc. Personnel Policy. Employees must complete and submit the necessary forms to enroll in PPEP Inc. group sponsored benefits.