

Benefit	Eligibility: Who	Eligibility: When	Who Pays	What you Receive
Medical/Dental	All part-time and full-time employees who work 20 hours a week or more	The first day of the first month, following the completion of four consecutive weeks of employment	Single-coverage employee: HMSA COMPMED - \$33, HMSA PPP - \$64, HMSA PPP PLUS - \$81, KP 220 - \$0, KP 320 - \$30  Employee & dependent coverage: 70% HPA; 30% employee of plan rate.	HMSA COMPMED, PPP and PPP PLUS Medical with drug & vision riders, or Kaiser Plan (HMO) with drug & vision riders
Dental only	All part-time and full-time employees who work 20 hours a week or more	The first day of the first month, following the completion of four consecutive weeks of employment	Employee Single coverage \$0, 70% HPA; 30% employee	HDS Dental
COBRA	All employees who had medical and/or dental coverage at time of termination	Upon loss of medical eligibility (termination, death, reduction of hours)	102% employee or dependent	Continuation of coverage under HPA's group medical plan; (No continuation rights if terminated for "gross misconduct")
Flexible Spending Account	All part-time and full-time employees who work 20 hours a week or more	The first day of the first month, following the completion of four consecutive weeks of employment	Employee	Payment of medical plan dues and non-covered expenses on pre-taxed basis through salary redirection arrangement
Life Insurance	All full-time employees who work over 30 hours a week	After 90 days of employment	HPA	2x annual base salary up to \$200,000 maximum benefit
Health Services	All employees	Immediately	N/A	Health care and health counseling, referrals to health providers



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Retirement Plan	All full-time employees	After 1 year of employment or immediately if employee has an existing TIAA account	HPA	Contributions are determined as a percent of regular salary based on age: 20-24, 4%; 25-29, 4.5%; 30-34, 5%; 35-39, 6%; 40-44, 7%; 45-49, 8%; 50-54, 9%; 55-59, 11%; 60-64, 12%
	All part-time employees	After 1 year of employment during which 1,000 or more hours of service were completed	HPA	Contributions are determined as a percent of regular salary based on age: 20-24, 4%; 25-29, 4.5%; 30-34, 5%; 35-39, 6%; 40-44, 7%; 45-49, 8%; 50-54, 9%; 55-59, 11%; 60-64, 12%
Supplemental Retirement Plan	All employees	The first day of the month following date of hire	Employee	Voluntary salary deduction to be contributed to the employee's retirement plan
Workers' Compensation	All employees	Immediately	HPA	Payment of bills & payment of lost wages (66.66% of gross) related to an injury or illness sustained in the course of employment
Employee Assistance Program	All employees	Immediately	HPA	6 counseling sessions per year for employees or their family members for work-related, personal, or mental health issues
Long-term Care Insurance	All employees who work at least 3 hours per week	January 1, following three months of full-time employment	HPA; Employee may purchase greater coverage	Base amount of coverage for assistance with activities of daily living due to accident, illness, or advanced age



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Temporary Disability Insurance (TDI)	All employees	After 14 weeks of continuous employment of at least 20 hours/week within the state of Hawai'i with earned wages of at least \$400 in the 52 weeks preceding first day of disability	HPA	After a 7-day waiting period, payment of lost wages (58% of average gross up to weekly maximum as defined by law) related to an injury or illness that is not work-related, up to 26 weeks/calendar year
Long-term Disability Insurance	All employees who work at least 35 hours per week	After 3 months of full-time employment	Employee	Payment of wages (based on monthly salary amounts & age classification) after 6 consecutive months of total disability; benefits continue until age 65 (60% of monthly income loss up to \$10,000 monthly maximum)
Sick Leave	All full-time administrators	After 60 days of employment	HPA	10 days/year; cumulative limit of 45 days
	All full-time associate administrators	After 60 days of employment	HPA	10 days/year; cumulative limit of 45 days
	All full-time faculty	After 60 days of employment	HPA	10 days/year; cumulative limit of 30 days
	All regular full-time staff	After 60 days of employment	HPA	10 days/year; cumulative limit of 45 days
	All regular full-time school year staff	After 60 days of employment	HPA	8.5 days/year; cumulative limit of 45 days
Personal Leave	All full-time faculty	After 60 days of employment	N/A	Three days of paid leave per contract year
Official Business	All employees	Immediately	N/A	Regular pay for the duration of the absence for approved school business
Time Off to Vote	All employees	Immediately	N/A	If employees are unable to vote during their non-working HMO, paid time off up to 2 hours



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Vacation	All administrators	Immediately	HPA	6 weeks/year; no accumulation allowed
	All associate administrators	Immediately	HPA	4 weeks/year; cumulative limit of 40 days
	All regular full-time staff	After 1 year of employment	HPA	1-5 years with HPA = 2 weeks; 6-15 years = 3 weeks; 16+ years = 4 weeks; employees are required to take 1 week/year vacation minimum; cumulative limit of 40 days.
Holidays	All administrators, associate administrators, and regular full-time staff	Immediately	HPA	New Year's Day, Kūhiō Day (observed during Spring Break), Memorial Day, Kamehameha Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day & 1 floating holiday
Family and Medical Leave (FMLA)	All employees	After the completion of 1 year of employment w/ at least 1,250 hours of service during that year	N/A	Up to 12 weeks of unpaid, job-protected leave during a 12-month period with the continuation of medical benefits for qualified medical reasons; spouses with the same employer share leave for birth, adoption, foster care, or to care for a parent with serious health condition
Hawai'i Family Leave Law (HFLL)	All employees	After six consecutive months of employment	N/A	Up to 4 weeks of unpaid, job-protected leave during any calendar year; reasons similar to FMLA; doesn't apply to employee's own health condition or foster care; includes leave to care for extended list of family members



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Victim's Leave	All employees	After completion of 6 consecutive months of service	N/A	Up to 30 days of unpaid leave per calendar year for qualified reasons
Leave of Absence	All administrators and faculty	After the completion of 1 year of employment	N/A	Leave without pay for a limited period of time without the loss of seniority; granted at Head of School's discretion
Bereavement Leave	All employees	Immediately	N/A	Up to 3 days of paid leave to attend or make arrangements for the funeral of an immediate family member
Military Leave	All employees	Immediately	N/A	Leave without pay will be granted to attend scheduled drills & training or if called to active duty
Jury Duty Leave	All employees	Immediately	N/A	Employees will be granted paid leave (less jury duty pay) necessary to fulfill their civic responsibilities by serving jury duty; continuation of health coverage through the first month of leave
Tuition Remission	All regular full-time employees	Immediately for full-time faculty and administration; after 1 year of full-time employment for staff	HPA	100% remission for 1 child per family
Moving and Relocation	New, full-time faculty and administrators	Immediately	HPA	A relocation fee may be given to assist in relocating
Housing	All Residential Life employees	From arrival at HPA through end of contract or the entire 12-month period commencing with the beginning of the academic year for employee with renewed employment agreements	HPA	Partially-furnished living quarters for the employee and family



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Use of School Facilities	All employees	Immediately	N/A	Personal use of fitness center, pool, gym, & tennis center during regular hours depending on availability
Meals	All administrators, faculty and staff who work at least 20 hours/week	Immediately	HPA	<u>Non-residential employees:</u> Lunch on work days  <u>Residential employees &amp; families:</u> Meals during the school year available at Upper Campus dining hall

*Should you have any questions about what positions are eligible for certain benefits, please contact the Business Office at [hr@hpa.edu](mailto:hr@hpa.edu).*