

**TESFA INTERNATIONAL SCHOOL  
PART-TIME EMPLOYEE BENEFITS (492)**

**I. PURPOSE**

The purpose of this policy is to define the benefits for which part time employees are eligible.

**II. GENERAL STATEMENT OF POLICY**

Tesfa International employees who are less than .5 F.T.E. are not eligible to receive benefits. Tesfa International School employees who are .5 F.T.E above may choose between the following two options regarding compensation.

**OPTION ONE: Employee receives the same benefits as a full time employee**

- Employee cost of health/dental benefits is the same as of a full time employee
- Employee attends all required meetings of a full time staff member for his/her position
- Employee attends all evening or weekend school obligations required of a full time staff member
- Employee is required to attend all IEP meetings for special education students as needed

**OPTION TWO: Employee received benefits prorated based on F.T.E.**

- Employee cost of health/dental benefits is prorated based on his/her F.T.E
- Employee attends meetings based on his/her F.T.E (as designated by the administration)
- Employee attends evening and weekend obligations based on his/her F.T.E (as designated by the administration)
- Employee is required to attend IEP meetings for special education students as needed

Part time employees with an F.T.E at .5 or above will sign a statement with their contract indicating their preference of the above two options.

*Adopted: 11/04/14*

*Reviewed:*