

**CHICAGO THEOLOGICAL SEMINARY**  
**BENEFIT SUMMARY**  
**Full Time Permanent Employees**  
**As of 2017**

Retirement Benefit	CTS currently contributes 12% of your base pay.
Health Plan	CTS currently contributes 80% of the cost of one medical and one dental insurance plan premium.
Life Insurance	CTS currently provides \$15,000 of group term life insurance at no charge to you. An additional \$300,000 of insurance coverage at group rates is available for you to purchase.
Disability and AD&D	CTS currently provides Long-term Disability and Accidental Death & Dismemberment insurance at no charge to you.
Section 125 Benefits Program	CTS currently offers plans in which unreimbursed health expenses and unreimbursed dependent care expenses can be paid and supplemental insurance programs can be purchased on a pre-tax basis.
Paid Holidays	CTS currently observes eleven holidays. A list of the holidays is available from the Human Resources Office and on MYCTS.
Paid Vacation	Two weeks paid vacation in the first year of employment (eligible after 3 months), three weeks paid vacation in years 2-6. Please refer to employee manual for more details.
Personal Leave	Three paid personal days per year (eligible after 3 months).
Sick Leave	Ten paid sick days per year (eligible after 3 months).
Direct Deposit of Payroll	Participation in direct deposit of payroll within one month of your start date is a condition of employment.

Unless noted otherwise, your benefits would become effective on the first of the month thirty days after your start date.

**Part Time Permanent Employees**

Retirement Benefit	Part-time employees are eligible to participate in the 403(B) retirement plan should you choose to do so. CTS does not contribute.
Paid Holidays	CTS currently observes eleven holidays. A list of the holidays is available from the Human Resources Office and on MYCTS. Part-time employees are eligible for holiday pay if

the CTS recognized holiday falls during the normal work schedule.

Paid Vacation, Sick and Personal Leave

Part-time employees are eligible for pro-rated sick, vacation and personal leave after six months of employment.