

## BENEFITS SUMMARY MANAGEMENT EMPLOYEES

<b>Probationary Period</b>	Management employees are probationary for the first twelve (12) months of regular assigned employment. <i>(Refer to Management Working Conditions for more information)</i>
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### PAID LEAVE BENEFITS

<b>Sick Leave</b>	Eligibility begins on the first day of employment and accrues at the rate of 1.5 days per month (12 hours per month) for each month employed, and may accumulate for an unlimited number of days. Sick leave is prorated based upon FTE, and is to be used for self-sick days or medical appointments. Value of allowed accumulated sick leave at retirement shall be used in accordance with Public Employees Retirement System (PERS) procedures to compute retirement benefits.
<b>Vacation Leave</b>	Accrues at the rate of 16 hours per full calendar month of service, prorated based upon FTE. Vacation balances in excess of 240 hours at the end of the calendar year will be lost if not used on/before December 31 <sup>st</sup> of that year. Any unused vacation leave shall be paid upon termination.
<b>Personal Leave</b>	Three (3) days per year. This benefit is used to deal with personal matters that are not covered by other leave categories. Any unused personal leave will be removed from your balance if not used by to December 31 <sup>st</sup> of the year in which it was granted.
<b>Emergency Leave</b>	In the event of a death, critical illness or accident in the employee's immediate family, the employee may be granted up to five (5) working days leave with pay per occurrence by his /her immediate supervisor to attend to the needs or affairs of the immediate family member. Up to five (5) additional work days may be granted by the President or their designee upon written request from the employee. Qualified family members are: spouse/domestic partner, parents, including step, children, including foster and step, brothers, sisters, grandparents, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, and other persons in the same household and who are dependent upon the employee for care.
<b>Holidays</b>	New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, 4 <sup>th</sup> of July, Labor Day, Veteran's Day, Thanksgiving Day and the following Friday, the last working day before Christmas day, Christmas day, the first working day after Christmas (when Christmas falls on a Wednesday, Wednesday, Thursday and Friday are observed as holidays) shall be considered paid holidays if the employee's work schedule incorporates such days so that he/she is required to work the last day preceding and the first day following the holidays, excluding weekends.

## **INSURANCE BENEFITS**

<p><b>Medical /Vision (Provided by PacificSource Health Plans)</b></p>	<p><b>Medical:</b> PacificSource Preferred Provider Option (PPO) plan. <b>To receive maximum benefits, it is important to use In-Network PPO providers.</b> In-Network benefits include an annual deductible of \$150 per person, or \$300 for family coverage, with an annual out-of-pocket maximum of \$1000 per person. In-Network office visits have a \$20 co-payment. Out-of-Network benefits include an annual deductible of \$300 per person, or \$600 for family coverage, with an annual out-of-pocket maximum of \$1500 per person. Out-of-Network office visits are charged at 40% after deductible. A list of in-network providers included in the Preferred PSN plan can be accessed online at <a href="http://www.pacificsource.com">www.pacificsource.com</a>.</p> <p><b>Vision:</b> In-Network benefits include one eye exam every calendar year paid at 100%. Out-of-Network benefits include one eye exam every calendar year paid at 100%, up to a maximum of \$64.50.</p>
<p><b>Dental (Provided by ODS)</b></p> <p style="text-align: center;"><b>OR</b></p>	<p>Preventative services are paid at 100%; restorative services are paid at 80% after a \$25 deductible; major services are paid at 60% after a \$25 deductible. Annual maximum benefit is \$2000 in paid benefits (by ODS) per member per calendar year. No orthodontia coverage. This coverage is administered through OEA Choice Trust.</p>
<p><b>Dental (Provided by Willamette Dental)</b></p>	<p>Preventative, restorative and major services are paid at 100% after a \$10 office visit co-payment. No annual maximum benefit applies. Orthodontia coverage is paid at 100% after a one-time \$1500 orthodontia co-payment and a \$10 office co-payment per visit.</p>
<p><b>Life Insurance (Provided by Lincoln Financial Group)</b></p>	<p>\$50,000 employee coverage paid by LCC not to exceed Agreement maximum amount, includes \$50,000 AD&amp;D.</p> <p>Optional \$2,000.00 dependent life insurance coverage paid by the employee; supplemental life insurance available for employees, spouse/domestic partner, and dependent children through payroll deduction. The premium for supplemental life is based upon the employee's or spouse/domestic partner's age.</p>
<p><b>Long Term Disability Insurance (Provided by Lincoln Financial Group)</b></p>	<p>Employee coverage paid by employee through payroll deduction; elimination period of ninety (90) calendar days of continuous total disability or payment of accrued sick leave, whichever is longer. Benefits are calculated at 66-2/3% of insured earnings (first \$3,000 of one-twelfth (1/12) of annual rate of earnings) reduced by income from other sources.</p> <p>Benefit payable during total disability as follows:</p> <ul style="list-style-type: none"> <li>• If prior to age 60 – to age 65</li> <li>• If age 60 through age 68 – 5 years, not to exceed age 70</li> <li>• If age 69 or older – 1 year</li> </ul>

## **MISCELLANEOUS BENEFITS**

<b>Employee Assistance Program (Provided by Cascade Health Solutions - Directions)</b>	This plan provides free confidential professional counseling for any circumstance for you or anyone living within your household, as well as provides access to community resources, and follow-up to ensure that you receive quality services.
<b>Employee Health Clinic</b>	Lane Community College Health Clinic provides health care for acute illnesses, minor injuries, and some chronic conditions. In addition, the clinic staff seeks to assist employees through patient education. Services provided free of charge include: Emergency Response, First aid, Blood pressure checks, health education/pamphlets, referrals to community agencies and health care providers. Low Cost services include: immunizations including flu vaccine and lab tests. All services provided are confidential.
<b>Tuition Waiver</b>	Unlimited tuition-free classes that are not in conflict with regular working responsibilities.  Family tuition waivers are available for qualified dependents according to the Family Tuition Waiver guidelines.
<b>Retirement (Public Employees Retirement Systems – PERS)</b>	Membership after six (6) full calendar months of employment. If you were a PERS member in your previous employment, the waiting period is waived. Contribution is made by employer and sent to PERS on behalf of employee (6% of gross salary).

## VOLUNTARY BENEFITS

<p><b>Flexible Benefits- Section 125 (Administered by OEA Choice Trust)</b></p>	<p>Section 125 of the Internal Revenue Code allows for establishment of individual non-taxable accounts to pay for expenses associated with certain types of health and dependent care expenses.</p> <p>Enrollment in Section 125 is offered to employees on a calendar year basis for qualified health care and dependent care expenses incurred during each plan year. <b>Employees must re-enroll each plan year to participate in Section 125.</b> The annual minimum contribution amount is \$240.00 each plan year. Once employees commit the minimum \$240.00 to the Section 125 health care account, the College will also contribute to the employee's health care account based upon the employee's enrollment level in the College's health insurance program. The College will contribute \$150.00/year for Employee Only, \$250.00/year for Employee + 1, and \$300.00/year for Full Family coverage.</p> <p>A) <u>MEDICAL PREMIUM ACCOUNT</u> - expenses used to pay the group health premiums not paid by employer (e.g. portion of premium that is deducted from your pay). Exception: The IRS will charge taxes on the portion paid by the college for domestic partner's coverage.</p> <p>B) <u>HEALTH CARE EXPENSES ACCOUNT</u> - expenses incurred by employee, spouse or dependents that are not covered under a medical, dental or vision plan.</p> <p>C) <u>DEPENDENT CARE EXPENSE ACCOUNT</u> - expenses relating to dependent care that enable the employee to work.</p> <p><b>The election choices you make for Section 125 cannot be changed during the year except in the following cases:</b></p> <ul style="list-style-type: none"> <li>- <b>There is a change in your family status, including marriage, death, divorce, and the birth or adoption of a child.</b></li> <li>- <b>Termination, commencement of employment; or, change in FTE status of employee or spouse/domestic partner.</b></li> <li>- <b>Annual open enrollment period</b></li> </ul>
<p><b>Optional Tax Sheltered Annuities</b></p>	<p>The College offers a list of Tax Sheltered Annuity providers from which you may choose. Contributions are made through payroll deduction on a pre-tax basis under IRS tax codes 403(b) and 457.</p>
<p><b>Long Term Care Insurance (Provided by UNUM)</b></p>	<p>Long Term Care insurance is available through a partnership with Unum Life Insurance Company. This insurance fills the gap of custodial care by paying for home health care, adult day care, assisted living and nursing facility costs, should you lose your ability to conduct daily activities or suffer a severe cognitive impairment.</p>

**NOTE: This is a general description of benefits. Full details are in the official working agreement and insurance agreements.**