

Mt. Hood Community College

Classified Employee Benefit Summary

The following is a brief description of the benefits offered by Mt. Hood Community, this is intended to be a summary only – any errors or omissions are unintentional. Please refer to benefit booklets, plan documents, college policy and regulations for more detailed information. Greater detail regarding fringe benefits is available in the [Classified Association Bargaining Agreement](#)

COLLEGE PAID BENEFITS

Health Benefit Options

MHCC is a member of the Oregon Educators Benefit Board (OEBB) which administers Medical, Dental, Vision, Life Insurance, Accidental Death & Dismemberment (AD&D), Long Term Disability (LTD) and Employee Assistance Plan (EAP). The effective date of employer-provided benefits is the first day of the first full month of employment at MHCC, unless otherwise indicated. Available medical, dental and vision plans and rates are available on the MHCC intranet, under Human Resources/Benefits.

MHCC will only pay the premium portion for medical, dental and vision coverage for your spouse/domestic partner and/or eligible dependents if they are not covered under another policy.

If you elect to have double coverage for a spouse/domestic partner or eligible dependent, you will be required to have the premium associated with the double coverage deducted out of your payroll check each month.

Important Retirement Information:

Make sure you are enrolled in the medical, dental and/or vision plans you want when you retire. Retirement is not considered a Qualified Status Change (QSC) so you cannot add or change plans at the time of retirement.

In order to ensure that a spouse/domestic partner and/or eligible dependent can be covered when you retire **you will need to enroll them on MHCC's policy at the open enrollment period prior to your retirement date** even though they may be covered under another policy. The College will waive the double coverage premiums when an employee is adding a spouse/domestic partner and/or eligible dependents during open enrollment period prior to the employee's anticipated retirement date for that plan year.

Other College Paid Insurances

- Life Insurance=Coverage = \$50,000
- Accidental Death & Dismemberment (AD&D) Coverage = \$50,000
- Long Term Disability (LTD)
- Approved benefit claims begin after 90-day elimination period. Maximum benefit is 66 2/3 of monthly salary; benefit may be adjusted based on other income received by retirement benefits.

Public Employees Retirement Plan (PERS)

On behalf of the employee, MHCC contributes 6% of their gross salary into an Individual Account Program (IAP) with PERS. At the time of retirement, based on one of the following programs, a monthly pension benefit is calculated. Please refer the Public Employees Retirement System (PERS) website for detailed information on retirement benefits: <http://oregon.gov/PERS/>.

Public Employees Retirement System – Tier One/Tier Two
Hired by a PERS employer before August 28, 2003 and have an active account.

Oregon Public Service Retirement Plan - OPSRP
Hired on or after August 28, 2003 and do not have active account in the PERS Program.

Tuition Waiver Plan

The College will maintain the Tuition Waiver Plan for employees, their spouses, and their dependents through age 23 who qualify as dependents. Employees and their spouse/domestic partner will pay only course specific fees. Instructional fees for work-related classes taken by an employee at the request of the supervisor will be waived.

Employee Assistance Program (EAP)

MHCC's Employee Assistance Program (EAP) is through Reliant Behavioral Health (RBH) which provides services to help people privately resolve problems that may interfere with work, family, and other important areas of life.

The EAP provides FREE (no charge for utilization) and confidential services to employees and their dependents, living at or away from home, and all household members, related or not. MHCC employees, spouses/domestic partner, dependents and their eligible household members have five (5) free EAP services per new issue, including relationship, family, stress, anxiety, and other common challenges. **Employees must get a referral from the EAP for each issue for services to be covered.** [Employee Assistance Program \(EAP\)](#)

Use of MHCC Swimming Pool

Full-time employees and dependents have free access to the MHCC swimming pool during open recreation sessions. Swimming classes through the American Red Cross Learn-to-Swim program are not free under the tuition waiver plan or the swim pass. Employees are responsible to pay for the classes.

Vacation

Scheduling and Use of Vacation Leave

Vacation time may be taken only with the prior approval of the supervisor and cannot be granted before it is accrued unless it is to the mutual benefit of the College and the employee.

All employees must request vacations to the employee's supervisor in writing not less than two (2) weeks in advance for approval to use more than two (2) days, and not less than one (1) week in advance when requesting two (2) days or less. This advance notice requirement may be waived in

the sole discretion of the employee's supervisor.

A department may delineate specific periods during the year when, due to operational need, vacations may not be approved. Outside of those periods, if a vacation request is denied, the employee and supervisor will immediately discuss a reasonable alternative time for vacation. If the delay results in an employee's accrual exceeding maximum limits as defined in the chart below, during the next three months, the employee will be paid forty (40) hours of vacation in their next regular pay distribution. The hours paid will be deducted from the accrued vacation time.

Vacation Accruals

Vacation time will begin accruing from the first day of employment with the College. Classified employees will accrue vacation on a monthly basis. The vacation accrual rates are as follows for full-time employees who remain employed for twelve (12) months.

| Year of Employment | Annual Days of Vacation | Monthly Vacation Hours Accrual Rate | Annual Vacation Hours Accrual Rate | Maximum Accrued Vacation Hours |
|--------------------|-------------------------|-------------------------------------|------------------------------------|--------------------------------|
| First | 15 | 10 | 120 | 120 |
| Second | 15 | 10 | 120 | 240 |
| Third | 16 | 10.66 | 128 | 256 |
| Fourth | 16 | 10.66 | 128 | 256 |
| Fifth | 17 | 11.33 | 136 | 272 |
| Sixth | 17 | 11.33 | 136 | 272 |
| Seventh | 18 | 12 | 144 | 288 |
| Eighth | 18 | 12 | 144 | 288 |
| Ninth | 20 | 13.33 | 160 | 320 |
| Fifteenth | 22 | 14.66 | 176 | 352 |

Employees working less than twelve (12) months or less than full-time will accrue vacation on a prorated basis, based on the percentage of full-time worked or the percentage of the year worked by the employee.

An employee's total balance of accrued vacation may not exceed two (2) times their annual maximum accrual rate.

Separation from Employment

In case of an employee's termination or resignation, accrued vacation pay will be included in the employee's last check except if the employee has not completed their probationary period.

Sick Leave

At the time of hire, employees will receive eighty (80) hours of sick leave. Thereafter, employees will accrue sick leave at the rate of one (1) day per full month worked. Sick leave will be available to employees as it is accrued. Those employees who are not employed on a twelve (12) month basis will accrue sick leave on a prorated basis of actual time worked. Employees who work less than full-time will accrue sick leave on a prorated basis, based on the percentage of full-time worked, excluding overtime hours worked.

Holidays

The term “holiday” means each of the following days:

| | |
|----------------------------------|--|
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Veteran’s Day | November 11 |
| Thanksgiving Day | Fourth Thursday in November |
| Friday after Thanksgiving | Friday after Thanksgiving |
| Christmas Day | December 25 |
| New Year’s Day | January 1 |
| Martin Luther King Jr. Day | Third Monday in January |
| Memorial Day | Last Monday in May |
| Floating Holiday (defined below) | Holiday requested by employee and approved by supervisor |

Annual Floating Holidays based on longevity

| Years of Service | Floating Holidays |
|------------------|-------------------|
| 0 – 8 | 1 |
| 9 – 14 | 2 |
| 15 – 19 | 3 |
| 20+ | 4 |

Any other day observed by the College as a legal holiday. If a holiday falls on Saturday, Friday will be a paid holiday. If a holiday falls on Sunday, Monday will be a paid holiday.

Detailed information regarding the holiday policy are available in the [Classified Bargaining Agreement](#).

Additional Information

Detailed information regarding all Classified Employee benefits are available in the [Classified Bargaining Agreement](#).