

Mt. Hood Community College

Confidential Employees 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.

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 beginning of the month after the employee's date of hire at MHCC, unless otherwise indicated. Available medical, dental and vision plans and rates are available on the MHCC intranet site, under Human Resources/Benefits.

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 pays the employer portion of the premiums during double coverage periods.

Although the College pays the employer portion of premiums during any double coverage period, double coverage is discouraged other than prior to retirement as it incurs additional expenses to the College.

Coverage for domestic partners is a taxable benefit under IRS guidelines. Appropriate taxes will be deducted from your payroll.

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.

Employer Paid Tax Sheltered Annuity

MHCC contributes \$100.00/month to a tax-sheltered annuity (TSA) 403 (b) on behalf of the employee as a benefit. It is up to the employee to establish an account with one of the approved investment/insurance companies listed on the human resources intranet: <https://home.mhcc.edu/HR/TSA.aspx>

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

Full-time employees, their spouses, domestic partners and children through the age of 23 will be entitled to tuition-free enrollment in MHCC courses. Application fee, College Service Fee per term and course fees are the responsibility of the employee.

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.

Professional Development Funds

As approved by the President, professional development funds are available for management employees. Contact the Director of Human Resources for information on accessing these funds.

Vacation

Scheduling and Use of Vacation Leave

Vacation leave is scheduled in advance with the approval of the employee's manager and should be planned cooperatively with the employee. Vacation leave will be scheduled in such a manner as to minimize disruption to the organization. Vacation can only be used as it is accrued. Managers must be reasonable in allowing the use of vacation leave and may not unreasonably deny vacation requests where the result would be the forfeiture

of accrued vacation. For purposes of calculation, one normal workday is the equivalent of eight hours of vacation leave for a full-time employee. Holidays falling within a period of vacation leave will not be counted against vacation leave.

Separation from Employment

Upon separation from employment, an employee will be paid for any accumulated vacation leave. The employee is responsible for repayment of any overuse of accrued vacation leave. The ending date of employment cannot be extended by using vacation. Exceptions to this policy must be approved by Human Resources.

Vacation Accruals

Management and confidential employees with a 1.0 FTE assignment accrue 13.33 hours of vacation per month (20 days per year). Management and confidential employees with assignments of less than 1.0 FTE accrue vacation in proportion to their FTE. Management and confidential employees accrue vacation on a monthly basis, beginning the first calendar month of employment. Vacation accrues on the last day of the month and is available for use the first day of the next month. Vacation leave will not accrue to any employee on leave without pay or suspension with duration of more than 30 days.

Maximum Vacation Leave Accrual Balance

An employee's total balance of accrued vacation may not exceed 320 hours. The hours of vacation leave earned each month will be adjusted to ensure that the maximum accrued vacation limit is not exceeded.

Sick Leave

Employees shall have ten (10) days of sick leave placed in their sick leave bank upon beginning employment and shall accrue one (1) day of sick leave per month worked. Yearly accruals will be posted on the first day of each fiscal year. Employees working less than 1.0 FTE in a fiscal year will have sick leave accruals prorated. There will be no limit on the number of days accumulated during an employee's employment. If termination occurs before the end of the fiscal year, sick leave accruals shall also be pro-rated.

Personal Leave Days

Confidential employees receive up to 2 days (16 hrs) of personal leave per fiscal year to be used for personal reasons and are not accumulated or paid out upon separation of employment. For non-exempt positions, personal leave can be used in hourly increments at the employee's discretion with prior approval from their immediate supervisor.

Holidays

Employees will be paid for 13 holidays, which are: Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, Christmas Day, the four days between Christmas and New Years, New Years Day, Memorial Day and typically either Martin Luther King Day or President's Day in alignment with represented employee contracts. If a holiday falls on Saturday, Friday will be the holiday. If a holiday falls on Sunday, Monday will be the holiday.

Detailed information regarding all confidential benefits are available in the [Management and Confidential Employee Handbook](#)