

Head Start – OSEA 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.

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.

Retirement Exception: The College will waive the double coverage premiums when an employee is adding a spouse/domestic partner and/or eligible dependents during open enrollment 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

Full time employees, their spouses, domestic partners and children through the age of 23 who qualify as legal dependents will be entitled to tuition-free enrollment in MHCC courses. All fees are the responsibility of the employee. The employer will pay the following fees for hiring requirements and renewals: health appraisal, First Aid/CPR, Recognizing Reporting Child Abuse & Neglect, CDL, School Bus License, CDA application fees and Food Handler's Card, as authorized through designated provider. The employer will pay for the initial enrollment and the cost of renewal in the Criminal Background Registry for all eligible employees.

*Part-time hourly employees who worked a minimum of four hundred (400) hours in the immediate past fiscal year (July-June), and who reasonably expect to continue at that same level of employment, are eligible for a three (3) credit waiver during each term of employment.

*Part-time hourly employees (non-substitute employees) may apply for optional training through the employer's Child Care Resource and Referral program. If approved, up to two (2) classes will be made available per year at no cost to the employee. These training programs are on non-paid time.

*Substitute employees who have completed fifty (50) hours of work in a fiscal year may apply for one (1) optional training class per year through Child Care Resource and Referral program at no cost to the employee. This training program is on non-paid time.

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.

Sick Accruals

New full-time employees will receive 80 hours of sick leave upon hire to the College. Full time employees working 1.0 FTE will accrue sick leave at the rate of eight (8) hours per month. Full time employees who work less than 1.0 FTE but more than .50 FTE will accrue leave on a prorated basis. For example, an employee working .75 FTE receives six (6) hours per month (8 hours x .75 FTE= 6 hours).

All other employees working less than .50 FTE will earn sick leave consistent with Oregon law (currently 1 hour for every 30 hours worked up to 40 hours per year).

Vacation

Full time Head Start employees will accrue paid vacation on a monthly basis. Employees working less than 1.0 FTE but more than .50 FTE will accrue paid vacation on a prorated basis. An employee must work 75% of their possible work schedule for the first and last month of employment to receive accruals for that month. The vacation accrual rates are as follows for full-time 1.0 FTE employees:

<u>Months employed</u>	<u>Annual Accrual</u>
0 – 23 Months	15 Days
24 – 47 Months	16 Days
48 – 71 Months	17 Days
72 – 95 Months	18 Days
96 Months +	20 Days

An increase in the accrual amount will begin on the first day worked of the year in the chart. For example, once an employee works 24 months (2 years) the next month they will begin accruing at a rate of 16 days per year.

Holidays

Full-time employees shall be paid eight (8) hours for each of the following holidays which fall within their service calendar: Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, New Year’s Day, Martin Luther King, Jr. Day, President’s Day, and Memorial Day. If a holiday falls on a Saturday, Friday will be the observed holiday. If a holiday falls on a Sunday, Monday will be the observed holiday.

Additional Information

Detailed information regarding all **Head Start – OSEA** benefits are available in the [Head Start and Oregon School Employees Association Bargaining Agreement](#).