

# CHEMEKETA COMMUNITY COLLEGE

## **BENEFITS & GENERAL INFORMATION FOR "EXEMPT" EMPLOYEES**

1. CONDITIONS OF INITIAL EMPLOYMENT: Unless otherwise designated, employment is on a probationary basis during the first year.
2. DENTAL INSURANCE PLAN\*\*: The College pays the full cost of dental insurance for full-time employees and their eligible dependents.
3. FLEXIBLE SPENDING ACCOUNTS: A voluntary program through which employees may choose to reduce taxable salary by setting aside pre-tax dollars to pay for dependent day-care fees, un-reimbursed health care expenses, and/or health insurance premiums.
4. GROUP LIFE INSURANCE\*\*: The College provides term life insurance equal to 1½ times the annual salary up to a maximum of \$200,000, plus an additional \$6,000 policy. Included in this plan is a \$2,000 policy on spouse and each eligible dependent child.
5. HOLIDAYS: Eleven paid holidays are officially observed: Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, two days at Thanksgiving, two days at Christmas, and two days at New Year's. Employees hired to work 11-month, 10-month, academic year, or calendar year assignments are paid for only those holidays which occur during scheduled duty time or as otherwise specified in the Exempt Handbook.
6. HOSPITAL, SURGICAL, AND MAJOR MEDICAL PLAN\*\*: Two plans are available: one indemnity plan and one health maintenance organization (HMO) plan. Paid by the College for full-time employees and their eligible dependents.
7. LONG TERM DISABILITY: The College provides a long term disability income protection plan to each employee. Cost is paid by the employee as a condition of employment.
8. PERSONAL BUSINESS LEAVE\*\*: Each year, two days of personal business leave are available (after successfully completing the initial probationary period). This leave balance does not accumulate from year to year.
9. PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS): Participation in PERS is required for all employees after six consecutive months of employment (unless you are currently a member, in which case, contribution begins immediately). The College pays both the employer- and employee-contribution monthly. Upon termination of employment, an employee may request a refund of the employee contributions from PERS.
10. SICK LEAVE\*\*: Credit for sick leave accrues monthly (from the date of hire) at the rate of one working day for each full month of employment. Sick leave may be used after the first grant and accumulates without limitation.
11. TUITION WAIVER BENEFITS\*\*: Tuition cost for Chemeketa courses is waived for the employee, spouse, eligible children, and eligible legal dependents up to the limits stated in the handbook for exempt employees.
12. VACATION\*\*: Employees earn two working days for each full month worked. Vacation leave is accrued on a monthly basis beginning with the date of hire. A maximum of 280 hours of vacation may be accumulated.
13. VISION INSURANCE PLAN\*\*: The College pays the full cost of vision insurance for full-time employees and their eligible dependents.
14. VOLUNTARY PLANS: Employees may elect to purchase insurance for the following plans: Cancer Insurance for self and/or dependents; Voluntary Life Insurance for self and/or spouse and dependents; Long Term Care Insurance for self and/or spouse, parents or parents-in-laws; TSA/Deferred Compensation program.
15. WITHHOLDING (PAYROLL) DEDUCTIONS: Federal Income Tax, Oregon State Income Tax, Social Security (FICA), Oregon Workers' Compensation and Long Term Disability (mandatory) are deducted from gross pay. In certain circumstances, employees may request additional deductions.

*A detailed explanation of the above information is distributed upon employment at the monthly orientation session for new hires.*

*\*\* The above information pertains to full-time (40 hours per week) employees. Persons hired for workloads between fifty percent (50%) and ninety-nine percent (99%) receive or pay a prorated share of fringe benefits and/or premium cost.*