

BENEFITS SUMMARY

NOTE: Benefit eligibility is calculated on full months of service. If employment begins after the first working day of the month, that month will not count toward benefits calculations.

PAYDAY: Payday for all County employees is the last working day of the month. If the last day of the month falls on Saturday, Sunday, or a Holiday, payday is the Friday before. **DIRECT DEPOSIT OF PAYROLL IS AVAILABLE FOR ALL EMPLOYEES.**

- **PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) / OREGON PUBLIC SERVICE RETIREMENT PLAN (OPSRP)**
 1. Beneficiary Form
 2. Union Covered Employees and EXEMPT Employees Contribution is 6% of employee's gross payroll, which is 'picked up' (paid) by the County. The 'picked up' 6% goes directly into the employee's retirement account with PERS/OPSRP.

- **LIFEWISE - Health Insurance and ADVANTAGE - Dental Insurance, including the prescription card explanation and overview. NOTE: Insurance ID Cards, Benefits Books, and other documentation will be provided to employee just prior to eligibility.**
 Eligibility date: First day of the month following 90 days of continuous service.
 Payroll deduction (if applicable) begins the month before eligibility. (See attached sheet)
 **Note: Employees working 20-31 hours/week are entitled to one-half of the County-paid cap.
 **Sheriff Association employees scheduled to work at least twenty (20) hours per week shall receive pro-rated insurance benefits.

- **LIFE INSURANCE - (\$25,000 AD&D policy, premiums paid by the County).**
 1. Designation of Beneficiary explained and completed.

UNION ENROLLMENT

1. Discussion of eligibility, which Union, etc.
2. Fair share Deduction form signed with an explanation that it will be replaced by a Union Authorization, when received by Human Resources Dept, if the employee chooses to join the Union. (Note dues are withheld at the relevant Union rate even if the employee chooses not to join the Union.)

PROBATIONARY PERIOD - Employment is at-will during the probation period.

AFSCME 6 months

UCLEA 9 - 18 months depending on certifications and positions

Exempt Employees - The same length as the probationary period required of union members in their dept.

1. During probation employees are not eligible for Union representation in a grievance matter and management is not required to show just cause for a termination.
2. Upon successful completion of the probation period, employees will become regular status employees, and will move to Step 2 of their pay range.

PERFORMANCE REVIEWS - Probationary performance review with the supervisor near the end of the probation period. Thereafter, annual reviews will occur on the hire anniversary month. The review consists of mutual dialog and an employee self-evaluation process.

OPTIONAL DEDUCTIONS - The following are optional employee-paid payroll deductions. Any supplemental material or information is available upon request.

- | | |
|--|---------------|
| - Umatilla County Federal Credit Union | - AFLAC |
| - Deferred Compensation | - Life Flight |
| - United Way Charitable Contribution | - Section 125 |
| - Corporate Rates to Roundup Athletic Club | |

LEAVE ACCRUALS (Note: Employees working less than full-time will accrue prorated benefits)

1. Sick Leave - 8 hours are earned each month. Employees can use accrued sick leave after 31 days of employment. Sick leave can be used as earned, but employees cannot use more than their balance.
2. Vacation - See Union Contract/Personnel Policies for accruals rates. Vacation accrues immediately, but cannot be taken until the probationary period is complete. If an employee terminates prior to completion of probation, accrued vacation will not be paid out.

HOLIDAYS - 9 paid Holidays per year. Holidays (except Floating) are available to employees upon employment. **See Union Contracts for work performed on holidays definition.**

Plus:

ROAD DEPT. 1 Floating holiday- (does not accrue until after probationary period). Must use by June 30 of current year or lose. Accrue another on July 1 of each year. This day will not convert to vacation if not used.
 Day after Thanksgiving.

AFSCME 2 Floating Holidays (do not accrue until after probationary period). Must use by June 30 of current year or lose. Accrue two more on July 1 of each year. This day will not convert to vacation if not used.

EXEMPT Birthday (can use during probationary period). Can be utilized 31 days before or after B-Day. If not used, it will convert to vacation.
 Floating Holiday (does not accrue until after probationary period). Must use by June 30 of current year or lose. Accrue another on July 1 of each year. This day will not convert to vacation if not used.

UCLEA 2 Floating Holidays (do not accrue until after completion of twelve (12) months of employment). Must use by June 30 of current year or lose. Accrue two more on July 1 of each year. This day will not convert to vacation if not used.

COMPENSATION -

1. Salary Increases are negotiated by the Unions for covered employees. See the applicable contract for specific rates and effective dates.
2. Longevity - encourages long term employment by giving an increase over base pay to employees who are employed by the County for a required length of time. See the appropriate union contract/personnel policy for specific dates, rates and detailed policy. Longevity increases take place on the first day of the month in which the work anniversary falls.

WORK SCHEDULES / HOURS OF WORK -

1. Employees may be required to work different shifts and days off to meet the needs of the department.
2. Lunch breaks are required by Oregon Labor Law and the Union Contracts and are unpaid. You're allowed two paid 15 minute rest periods per day.

MISCELLANEOUS -

1. Use of personal vehicle to conduct County business. When authorized, employees will be reimbursed at an authorized rate, which at present is \$.34 per mile - but if in an accident it is your insurance that is responsible.
2. Keep personal calls/business to a minimum. Personal long distance or cellular phone calls on the County bill are prohibited.

NOTE: Benefits and Policies are subject to change. Your Department or Human Resources should be contacted for information regarding changes.