



BENEFITS SUMMARY

PAYDAY

- Payday for all County employees is the last day of each month. If the last day of the month falls on a weekend or holiday, payday will be on the last County business day preceding the weekend or holiday.

INSURANCE

EMPLOYEE ELGIBILTY REQUIREMENTS

- Full Time Benefited Employee: 32-40 hours per week
- Part Time Benefited Employee (Non Law Enforcement personnel): 20-31 hours per week
- Law Enforcement personnel: 20 hours per week
- Non-benefited employees, contact Human Resources for your applicable benefits

PACIFIC SOURCE

Eligibility: First day of the month following 60 days of continuous service

- Medical, Prescription, Dental and Vision Insurance
- Payroll deduction (if applicable) begins the month before eligibility

USABLE Life

Eligibility: First day of the month following 60 days of continuous service

- Accidental Death and Dismemberment Life Insurance
- \$25,000 – Law Enforcement personnel- Employer paid premium
- \$50,000 – Non Law Enforcement and exempt personnel - Employer paid premium

Occupational Life - Law Enforcement Personnel Only

Eligibility: First day of the month following 60 days of continuous service

- Accidental Death and Dismemberment Life Insurance
- \$10,000 – Employer paid premium

HRA/VEBA

- Health Reimbursement Account
- \$50/month - Non Law Enforcement and exempt personnel - Employer funded
- \$60/month – Law Enforcement personnel - Employer funded
- \$100/month – Deputy District Attorney’s – Employer funded
- \$125/month- Public Works personnel- Employer funded



PERS

- Public Employees Retirement System
- Employer contributes 6% of employee's gross wages of benefited employees

LIFE FLIGHT

- \$65.00/year – Law Enforcement Employee/Non Benefited Employee
- Non Law Enforcement and exempt personnel - Employer funded
- Annual Renewal – August

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

- AFLAC
- FSA/DCE with Pacific Source Administrators
- Deferred Compensation
- United Way Charitable Contribution - Section 125
- Corporate Rates to Roundup Athletic Club
- Discounted Rates at Club 24 in Pendleton and Hermiston

PROBATIONARY PERIOD

- 12 months for all benefited employee's
- 9-18 months depending on position/certification required for all Law Enforcement employee's

PERFORMANCE REVIEWS

- Probationary performance reviews will be conducted with the supervisor near the end of probation period. Thereafter, annual reviews typically occur between January and March. The review consists of mutual dialog and an employee self-evaluation process.

LEAVE ACCRUALS

- **Sick Leave** - 8 hours are earned each month for benefited employees. Employees can use accrued sick leave after 31 days of continuous employment. Sick leave can be used as earned, but employees cannot use more than their balance.
- **Vacation (Non Law Enforcement personnel)** - Benefited employees accrue vacation hours at the beginning of their employment. If an employee terminates prior to applicable completion of service, accrued vacation will not be paid out. Accrual rates are as follows: 8 hours per month, for 1-3 years; 10 hours per month for 4-6 years; 12 hours per month for 7-9 years; 14 hours per month, for 10-15 years; 16 hours per month for 16+ years
- **Vacation (Law Enforcement, Exempt personnel, and Public Works personnel)** - Benefited employees accrue vacation hours at the beginning of their employment. If an employee terminates prior to applicable completion of service, accrued vacation will not be paid out. Accrual rates are as follows: 8 hours per month, for 1-3 years; 10 hours per month for 4-6 years; 12 hours per month for 7-9 years; 14 hours per month, for 10-12 years; 16 hours per month, for 13-15 years; 18 hours per month for 16+ years



- **Holidays** - 10 paid Holidays per year for benefited employees. Holidays (Excluding Floating Holiday/Birthday depending on bargaining unit) are available to employees upon employment.

See Union Contracts for work performed on holiday's definition. Part time benefited employees accrue prorated sick, vacation, and holiday hours.

COMPENSATION

- Salary increases are negotiated by the Unions for benefited employees. Typically COLA (Cost of Living Allowance increases) happen in July of each year. See the applicable contract for specific rates and effective dates.

LONGEVITY

- Longevity increases will be on the first day of the pay period within which the hire anniversary occurs for all benefited employees. (Does not apply to Law Enforcement Employees)
 - After 3 consecutive years, receive 3% above base pay
 - After 4 consecutive years, received an additional 1% above base pay to equal a total of 4%
 - After 5 consecutive years, received an additional 1% above base pay to equal a total of 5%
 - Thereafter, for each full year of consecutive employment, receive an additional one-half (.5%) percent rate increase up to twelve and one-half percent (12.5%) at twenty (20) years.
 - After 25 consecutive years, received an additional 2.5% above base pay to equal a total of 15%
 - Public Works personnel, see applicable CBA.

WORK SCHEDULES / HOURS OF WORK

- Employees may be required to work different shifts and days off to meet the needs of the department.
- Lunch breaks of a minimum of 30 minutes are required by Oregon Labor Law and are unpaid.
- Employees are allowed two paid 15 minute rest periods per day. This time must be taken in addition to and separately from required meal periods, should be taken as nearly as possible in the middle of the work segment. It is prohibited to add the rest period to a meal period or to deduct rest periods from the beginning or end of the employee's work shift.

MISCELLANEOUS

- Use of personal vehicle to conduct County business; when authorized, employees will be reimbursed at an authorized rate, set by the Internal Revenue Service (IRS). Refer to County Policy 4.4. (Employees personal car insurance will be responsible for any accidents that occur while in personal vehicle).
- Keep personal calls/business to a minimum. Personal long distance or cellular phone calls on the County bill are prohibited.

Benefits and Policies are subject to change. Your department manager or Human Resources should be contacted for information regarding changes.