

BENEFITS AT A GLANCE

High Desert ESD

www.hdesd.org

Detailed information on some subjects can be found in the Collective Bargaining Agreement
(Subject to change at any time)

August 2015

2015-2016 MEDICAL, DENTAL, & VISION INSURANCE (plans are subject to change annually)

Employees who work at least 175 days/year and 20 hrs or more per week (hired after 7/1/2012) are eligible for this benefit. Insurance is active the first month after the first paycheck. Eligible family members include spouse or domestic partner and dependent children through age 25. Disabled children of any age may be covered, subject to plan approval. All plans include: medical, vision, dental, and prescription coverage. Coverage is provided by MODA Health through the Oregon Educators Benefit Board (OEBB). Plan information may be found at www.centraloregonrsp.org

LIFE, LONG TERM DISABILITY and ACCIDENTIAL DEATH & DISMEMBERMENT INSURANCE

Employees who work at least 175 days/year and 20 hrs or more per week (hired after 7/1/2012) are eligible for this benefit through Standard Insurance Company and OEBB. The Life Insurance and Accidental Death and Dismemberment coverage is \$30,000, coverage is mandatory and at employee expense. Employees have the option to purchase additional coverage and may cover their spouse and children. The optional life insurance is only available when the employee is newly hired. Employees who are eligible for benefits are also automatically enrolled in long-term disability coverage, this plan is employee paid. The benefit pays 66% after a 60 day waiting period. When the employee pays the long term disability premium, any benefits received are non-taxable income. Plan coverage summaries and forms are located at www.centraloregonrsp.org

SECTION 125: UNREIMBURSED MEDICAL AND DEPENDENT DAYCARE

Employees who work at least 175 days/year and 20 hrs or more per week are eligible for this benefit. Section 125 is a way to set aside money on a pre-tax basis for your out of pocket medical, dental, vision, and dependent care expenses for a benefit year. There are two (2) types of accounts: unreimbursed medical (URM) and dependent day care (DDC). Eligible medical expenses include deductible and coinsurance amounts under a group health plan, charges that are in excess of the amount reimbursed under a group health plan, medications, vision care, dental care and hearing aids. Qualifying dependents must meet specific criteria, established by the I.R.S., in order to qualify for dependent day care expense reimbursement. Coverage is provided by American Fidelity Assurance Company. Plan coverage links are located at www.centraloregonrsp.org.

HEALTH SAVINGS ACCOUNT (H.S.A.):

Employees who work at least 175 days/year and 20 hrs or more per week (hired after 7/1/2012) AND have enrolled in the MODA Health plan H (High Deductible Health Plan) may establish an H.S.A. through the district's recommended vendor: American Fidelity or through a bank of their choice. As the cost of the H.D.H.P. is lower than the district CAP, the district will deposit the savings monthly into the employee's H.S.A. An employee may not participate in Section 125 if they have an H.S.A. Other conditions and IRS regulations also apply. Further information regarding MODA Health Plan H and the American Fidelity Health Savings Account may be found at www.centraloregonrsp.org

SUPPLEMENTAL INSURANCE

A variety of supplemental insurance policies, such as cancer, short term, accident and etc, are available through American Fidelity Assurance Co. Links are available at www.centraloregonrsp.org

EMPLOYEE ASSISTANCE PROGRAM

The District offers an employee assistance program through Reliant Behavioral Health and OEBB. Up to three counseling sessions per issue are available at no cost to the employee. The Employee Assistance plan also offers legal services, financial services and other confidential assistance. Review additional information at www.centraloregonrsp.org

HEALTH SCREENINGS & VACCINATIONS

The District offers free Hepatitis B vaccination series and Tuberculosis screenings for staff working directly with children.

FIRST AID & CPR TRAINING

Free First Aid and CPR training is available for all regular staff. Contact HR for dates and times.

PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS)

Benefits start immediately if a new employee is currently an active member of PERS. Membership is earned after 6 months of employment and a minimum of 600 consecutive hours. The District “picks-up” and assumes the employee’s PERS contribution and the District’s contribution each month and deposits into employees accounts with the State. www.pers.state.or.us

TAX SHELTER RETIREMENT ACCOUNTS

A tax sheltered 403(b) or 457 plan is a retirement plan for public and not-for-profit employees. Participants set aside money on a pre-tax basis through a salary reduction agreement with their employer. The money is then directed to a financial institution by the employer. The money grows tax-deferred until retirement or until age 59 ½ depending on the plan. It is taxed as ordinary income when withdrawn.

403(b) Custodial or Annuity Plans

All ESD employees are eligible to make contributions to a 403(b) plan. Information regarding these plans may be accessed at the ESD website under Human Resources: Employee Benefit Links or at: https://www.ncompliance.com/guest_employees.aspx?EmployerID=22

457 -- Oregon Savings Growth Plan (OSGP)

The Oregon Savings Growth Plan was established by Oregon Investment Council and adopted by the ESD Board of Directors. Employees who work over 175 days/year and 18.75 hours or more a week are eligible for the OSGP. Enrollment packets may be obtained from the HR office or by contacting Jack Schafroth, OSGP Representative, at 503-378-8567 or email Jack.Schafroth@state.or.us. Website: www.osgp.csplans.com

MILEAGE REIMBURSEMENT

Employees who are required to use their own automobiles for District related activities will be reimbursed from their first duty station to their final duty station of the day unless otherwise specified for the individual employee based on district policy. Both taxable mileage and un-taxable mileage forms are found on the HDESD website.

FAMILY/PARENTAL AND MEDICAL LEAVE – FMLA/OFLA

In accordance with current State and Federal law, employees can request all or part of the 12-week allowable leave. After leave, employee is guaranteed the same job back. Insurance benefits generally continue up to 12 weeks. Such leave is without pay. Forms are found on the HDESD website.

BEREAVEMENT LEAVE

By the HDESD-HDEA collective Bargaining agreement employees will be allowed up to 4 days paid leave, for each death in the employee’s immediate family. Additional days must be approved by the Superintendent. Bereavement leave shall be available as provided by the Oregon Family Leave Act.

LEAVE OF ABSENCE

A one-year leave of absence without pay may be granted to an employee. Additional years may be requested by the employee and may be approved by the District. Employee is given a similar position on return.

MILITARY LEAVE

Employees who are, or who become members of the military, shall be entitled to military leave in accordance with current State and Federal law.

PERSONAL and EMERGENCY LEAVE

Employees are granted up to 3 paid working days of non-accumulating personal/emergency leave to meet personal and emergency needs.

LEGAL LEAVE

Employees are granted paid leave for service on a jury or work related appearance before a court or other judicial body.

SICK LEAVE

At the beginning of employment, a twelve-month employee shall receive 12 days per year. Employees other than twelve-month employees shall receive sick leave according to the number of days worked with a minimum of 10 days per year. Leave is awarded annually and is accumulative. Unused sick leave is transferable under certain conditions to other districts in Oregon when employee exits employment with HDESD.

VACATION

Classified (non certified/licensed) bargaining employees who work less than 238 days per year earn vacation pay after one year of employment. Classified bargaining employees who work 238 days or more are entitled to take the vacation days. Certified/licensed bargaining employees are not eligible for paid vacation. Earned vacation leave for eligible staff is determined by policy and contract.

TUITION REIMBURSEMENT & STAFF DEVELOPMENT

Employees have the opportunity to be reimbursed for seventy-five percent (75%) of the cost of tuition for course work, not to exceed the average rate charged by the institutions which are part of Oregon's state system of higher education. Approval may be granted on all courses that, in the opinion of the District, reflect a substantial benefit to the District and fall within the resources budgeted. The reimbursement of tuition for pre-approved course work will be paid to the applicant upon evidence of successful completion. Workshop reimbursement may be available as determined by each program.

PAY CHECKS

Payday is the 15th of each month or the Friday prior if the 15th falls on a weekend. Fiscal salary is divided into 12 equal paychecks for 12 month employees; ten month employees have to option to have 10 or 12 paychecks. Direct deposit is available.

BARGAINING UNIT (Union)

Certified/Licensed and Classified employees are represented by the High Desert Education Association. Dues are calculated on a person's annual salary of FTE or percentage of time worked. Average monthly dues for a full time certified/licensed employee are \$68.40. Average monthly dues for a full time classified (non certified/licensed) employee are \$36.80. Fair Share Members are still required to pay dues and will be represented by Uniserve consultant up to arbitration or legal defense. The association has the right to decide if the fair share member will have legal defense from OEA. Fair share members cannot vote or hold office. Employees working an average of 10 hours or less a week are not part of the union.

NEA Members Insurance Trust is free to eligible members. This is a life and accidental death and dismemberment insurance. Payment depends on how many years an employee has been with the association.

PAID HOLIDAYS:

*Provided employee worked the regularly scheduled hours on the workday prior to the holiday and on the workday following the holiday

Certified/Licensed Employees

Martin Luther King Jr.'s
Birthday
Presidents' Day
Memorial Day
Labor Day
Veterans' Day
Thanksgiving Day
July 4th *

Executive Employees

New Year's Day *
Martin Luther King Jr's
Birthday
Presidents' Day
Memorial Day
July 4th *
Labor Day
Veterans' Day
Thanksgiving Day
Christmas Day *

Classified Employees (non licensed)

New Year's Day *
Martin Luther King Jr's
Birthday
Presidents' Day
Memorial Day
July 4th *
Labor Day
Veterans' Day
Thanksgiving Day
Christmas Day *

CENTRAL OREGON

Sunshine is just one of our benefits! Central Oregon is a place where blue skies are the norm. The climate is arid; the air is crisp and clean. This is a region of diverse landscapes: rugged lava flows, high desert sage, snowcapped peaks, dense forests, raging rivers, alpine lakes and flowered meadows.