

## **PROFESSIONAL DEVELOPMENT**

Classified employees will have access to an annual professional development amount of \$400.00 and may request a maximum of an additional \$400.00 after April 1<sup>st</sup>.

- The appropriate approval process must be followed; a professional development plan signed and approved by the supervisor and a request for funds form delivered to the HR office.
- With approval of the immediate supervisor, employees may take a CCC class during normal working hours at no reduction in pay. The employee may not take more than 3 such courses in any 12 month period. Board Policy #604
- Unlimited courses may be taken when attended during non-regular scheduled working hours.

See HR website for forms/Classified Agreement

## **ADVANCED DEGREE PROGRAM**

- 1/3 tuition paid by employee, 1/3 tuition paid by CCC, and 1/3 tuition waived by Marylhurst University.

If an employee's area of study is not offered at Marylhurst, CCC will pay 1/3 of the tuition at the college of employee's choice not to exceed the Marylhurst rate. (If the tuition, at the college of employee's choice, is higher than that of Marylhurst, CCC pays only the amount equivalent to 1/3 tuition at Marylhurst rates.)

## **CCC TUITION WAIVERS**

For tuition based CCC classes will be waived for all full-time and retired staff, spouse, domestic partner and IRS dependents.

## **STEP MOVEMENT**

- Step advancement on the Classified Salary Schedule occurs annually, on July 1.
- A new employee must complete their probation prior to March 31 to be eligible for step movement the following July.

## **PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)**

- Employee must be employed six months before becoming a member unless transferred from another Oregon PERS employer.
- Employer contribution is based upon the recommendations of PERS.
- Employer pays employee contribution of 6% of monthly gross income.
- Vested after five years or age 50, whichever comes first. (Membership information is available on the PERS website)

## **EARLY RETIREMENT**

If an employee is eligible for PERS retirement and has 12 years of service at CCC, the following benefits will be offered:

- Medical and dental insurance coverage, to age 65, for employee.
- Medical and dental insurance may be available for IRS dependents.
- Life Insurance policy of \$50,000, to age 65.
- Potential monthly stipend.
- Tuition Waivers for self, spouse, domestic partners and IRS dependents.

## **WORKER'S COMPENSATION**

- Special Districts Association of Oregon (SDAO) – SDIS- Self-Insured Employers Group

## **ADDITIONAL BENEFIT INFORMATION**

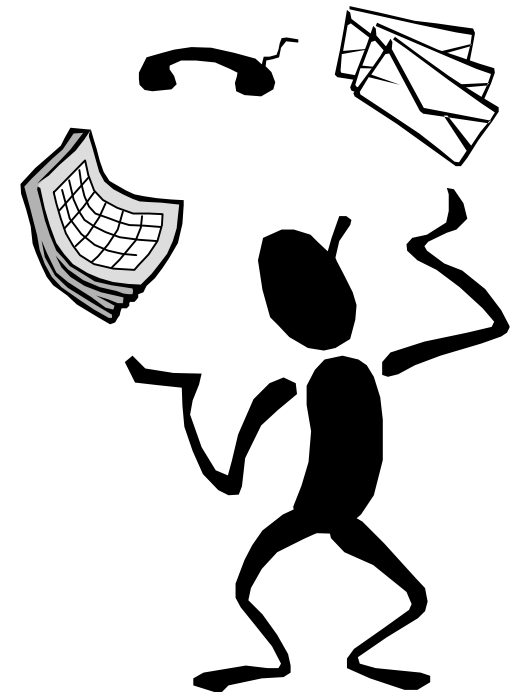
- Administrative Regulations
- Board Policy Manual
- Classified Agreement

**Clackamas Community College**  
**Human Resource Office**  
19600 S. Molalla Avenue  
Oregon City, OR 97045  
Phone: (503) 657-6958 x 2318  
Fax: (503) 650-7348

# **BENEFITS SUMMARY**

## *Classified Staff*

Contract 2007-2010



 **CLACKAMAS**  
COMMUNITY COLLEGE

## CLASSIFIED BENEFITS

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Full-Time 12 month position works 261 days each fiscal year, July 1 – June 30<sup>th</sup>.

### **HOLIDAYS / VACATION** (after probation)

- Ten Paid holidays: See page 20 of the Classified Contract.
- 11 – 23 days annual vacation, with pay.
- Vacation hours are credited monthly. Days in excess of 22 (176 hrs.) must be taken prior to August 31 each year or lost. No compensation for hours lost.
- See Article 8 of the *Classified Agreement* for vacation computation, accounting and annual accrual rate schedule information.

### **PERSONAL LEAVE** (after probation)

- Employees are entitled up to 32 hours of personal leave per year.
- Personal leave may be accessed after the probationary period ends and will be prorated to the end of the fiscal year.

See Classified Agreement for more information

### **SICK LEAVE**

- Employees accrue sick leave at the rate of one (1) day for each month worked.
- To be used in the event of employee illness, medical/dental care, or illness of a family member.
- Sick leave shall accrue without limit.
- Employees may donate up to 10% of accrued sick leave time (per month) to any classified employee who has exhausted all sick leave, personal leave and all vacation due to illness or injury.

### ***FRINGE BENEFIT PACKAGE***

Health, dental, long term disability, and life insurance are required benefits. A monthly benefit package is provided to assist with the cost of these benefits for the employee. Health and dental insurance is available for family members and domestic partners at the college's group rates. Any additional amount over the college's package may be tax-sheltered (per federal/state law) and is automatically deducted from the employee's paycheck.

#### ***Three health plans to choose from:***

- OEBC Providence HMO
- OEBC ODS – Legacy PPO
- OEBC Kaiser HMO

#### ***Life & Accidental Death and Dismemberment Insurance:***

- *Group Term Life: Policy equals annual base pay rounded to the nearest \$1,000.*

#### ***Long-Term Disability:***

- *66% of gross monthly wage*
- *Policy premium rate = .0038 X mo. salary*

#### ***Oregon Dental Service (ODS):***

- *Dental insurance coverage includes a \$1000 comprehensive orthodontic benefit supplement.*

#### ***Willamette Dental Service:***

*No annual maximum  
\$10.00 co pay for office visit*

### **COMPASSIONATE LEAVE**

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- 3 days paid leave for each occurrence in the event of death in the immediate family of the employee to make household adjustments and/or attend funeral services. (For a definition of immediate family, see Article 9 of the *Classified Agreement*.)

### **IRC FLEX 125 PROGRAM**

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Expenses that can be sheltered and paid with pre-tax dollars:

- Health and dental premium costs above the fringe package.
- Out-of-pocket medical/dental expenses
- Dependent child care expenses

### **DUES AND PAYROLL DEDUCTIONS**

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Following the 180-day probationary period, classified employees are given the option to join the CCC Association of Classified Employees. Dues (amount certified by the Association) will be deducted from the monthly paycheck of members and a fair share fee or payment "in-lieu-of-dues" from the monthly paycheck of nonmembers.

- **Optional Deductions:** Savings Bonds, Tax Sheltered Annuities (a list of approved companies is available in Human Resources), CCC's optional group insurance programs, IRC Flex 125, CCC Foundation, United Way, Credit Union or any other approved benefit program.

### **JURY DUTY**

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- Employees called for jury duty or subpoenaed, as witnesses to a College-related activity shall suffer no loss of pay.
- Employees appearing in court on their own behalf or subpoenaed as witnesses for other than a College related activity will have to file either vacation or personal leaves of absence or take the time off without pay.

### **EAP**

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Cascade Centers is a confidential short-term counseling and referral service provided at no cost. Call 1-800-433-2320