



Section 5

Human Resources

Employee Benefits

Salary Administration

Working Hours, Holidays, Vacations. Sick Leave

Parental & Family Leaves

Insurance Coverage

Other Benefits

Retirement & Other Savings

Termination

Continuation of Coverage

Employee Benefits

Faculty members with appointments of half-time (.50 FTE) or more with a duration of 90 days or longer are eligible for most employee benefits. Faculty members with questions about their eligibility should contact the Office of Human Resources.

Salary Administration

Oregon Tech's faculty are essential to accomplishing its mission. A fundamental element of the mission is teaching students, and it is the faculty who provide such instruction. Faculty are also compensated for their contributions to advising, research and scholarship, and service to the institution.

Salary determination processes at Oregon Tech are nondiscriminatory. Initial salary offers, periodic increases, and other salary adjustments are not based on considerations related to the race, color, ethnicity, national origin, gender, disability, age, religion, marital status, gender identification or sexual orientation of the person being considered.

Overall administration of the Faculty Compensation Policy is the responsibility of the provost in collaboration with the Faculty Compensation Committee (FCC) and the vice president of finance and administration, and subject to the direction of the president. The FCC is a Faculty Senate standing committee whose membership is appointed by the Faculty Senate president.

Initial faculty salaries are established at the time of hire in keeping with the Faculty Compensation Plan. Increases to base salary for faculty may occur through promotion in rank, post-tenure review, tenure relinquishment, doctoral degree adjustment, cost-of-living adjustments (COLA), equity adjustments, adjustments to the institutional floors, adjustments to the comparator averages, and merit pay. In addition, salary enhancement may be obtained through stipends, interim positions, overload teaching, online teaching, or grant administration.

General salary increase guidelines for the faculty are set by the State Board of Higher Education, which allocates funds to the various institutions for this purpose and delegates authority to the institution presidents to determine the details of the salary increase process. If a salary increase is allocated “across-the-board,” a percentage of salary is allocated to all faculty members whose service has been fully satisfactory.

If a salary increase is based upon merit, the merit factors will be the same as those set by university policy for other evaluation purposes.

Salary increase funds are also allocated from time to time to deal with inequities and market factors. When this is the case, the board or the institution will define the salary system problems these funds are designated to address.

Normally, nine-month faculty members receive ten paychecks from the university. One-half month's salary is paid on September 30, a full month's salary is paid on the last working day of the month in October through May, and another half month's salary is paid at the end of June. Nine-month faculty members may arrange for their salaries to be paid out in installments throughout the 12-month year. Twelve-month pay distribution forms are available in the Office of Human Resources. Enrollment forms must be submitted to the Office of Human Resources no later than September 15. Election to participate in the plan is irrevocable during the plan year and will continue in ensuing years until the employee terminates the plan by completing “termination of payroll redistribution plan” form. This

form must, again, be into the Office of Human Resources by September 15 of the year the plan is to be changed back to a 9-month pay plan.

Nine-month faculty members are eligible to teach during Summer Session based upon departmental and university priorities and faculty availability. Summer Session offers a separate contract to the faculty.

Eleven-month faculty are paid over 11 months. There is not a 12-month pay option; however, an 11-month faculty can opt to have a certain amount of money taken out of their pay each month and routed to a different savings/checking account if they wish.

Twelve-month faculty members receive salary on the last working day of each of the 12 months.

Draws on Salary. Under certain emergency situations, employees may request an advance of up to 60 percent of their gross pay earned up to the day in the month on which the advance is requested. Requests should be made by contacting the Director of Human Resources. Checks for draw requests are processed each week on Tuesdays and Thursdays. Advances are only allowed once a year for each employee.

Working Hours, Holidays, Vacations, and Sick Leave

Working Hours. The state board has delegated the responsibility for determining workloads to the president. The president has further delegated this responsibility to the vice presidents. University Policy 580-021-0020 reads as follows:

“Working Hours: The varied nature of the work of faculty members whose duties are administrative, instructional, research or extension makes it impractical to define the exact number of working hours. All such faculty members are required to give the institution their undivided efforts. Determination of time of service is the responsibility of the president.”

Outside Employment

As a further guide, University Policy 580-21-0025 on outside employment and activities is as follows:

“Outside Employment: No full-time employee of the Department or of any other institutions or divisions shall engage in any outside employment that substantially interferes with duties.”

As a matter of policy, Oregon Institute of Technology has adopted the “one-day-in-seven” rule which places an upper limit on the amount of time a faculty member may spend on non-university related activities, whether paid or unpaid. Although university policy says full-time faculty members are expected to give the institution their undivided effort, we recognize that faculty members are often called upon as experts and consultants to other organizations and that this kind of activity often returns directly or indirectly to the benefit of Oregon Tech.

Therefore, the university permits the faculty to participate in outside professional activity that does not exceed one day a week. This maximum time allowance presupposes that the faculty member’s

officially assigned responsibilities such as meeting classes and holding office hours will be met. An *Outside Activity Approval Request* must be filled out and approval obtained from the dean and provost.

Holidays. The state board has declared the following days as holidays on which the university will be closed and no classes will be held:

- Labor Day, the first Monday in September.
- Veterans Day, November 11.
- Thanksgiving Day, the last Thursday in November.
- The Friday following Thanksgiving Day.
- Christmas Day, December 25.
- New Year's Day, January 1.
- Martin Luther King, Jr. Day, the third Monday in January.
- Memorial Day, the last Monday in May.
- Independence Day, July 4.

The president may require those employees whose responsibilities are necessary to the continued functioning of the institution to report to work on a holiday, but because classes are not held, faculty members are rarely required to be present on holidays.

The governor of Oregon has the authority to declare a "Governor's Holiday" for state employees. When this happens, faculty and unclassified staff use this holiday in connection with the Christmas or New Year holidays. In all situations in which the governor declares a holiday as a discretionary matter, the details of the holiday are well publicized, giving everyone time to make appropriate plans.

Vacations. Annual leave is available to unclassified employees employed at .50 FTE or more on a twelve-month appointment. Full-time, vacation-eligible employees will earn 15 hours vacation leave per month. There is a six-month waiting period before you can use accrued vacation. Vacation is not credited until the end of the month and may not be used until the subsequent month. Part-time staff at .50 FTE or more earn leave on a pro-rata basis. Employees on less than a 12-month contract do not receive paid vacation. For full details please see policy 580 021 0030.

Sick Leave. Employees accrue eight hours of sick leave credit for each full month of service; part-time staff on .50 FTE or more earn pro-rata credit. Sick leave records are kept monthly, and unused sick leave credits can be accumulated without limit. For full details please see policy 580 021 0040.

Parental and Family Leaves

The Federal Family and Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA) typically provide you, if qualified, 12 weeks of unpaid leave per year for the birth or adoption of a child, to care for a seriously ill family member, or when you have serious health condition. In some cases more leave time may apply to the situation. When on FMLA and/or OFLA qualifying leave, Oregon Tech will continue to pay the employer-paid portion of premium. You are responsible for the employee portion of premiums. For more information contact the Benefits Consultant in the Office of Human Resources.

Military Leave. Military leave without pay will be granted upon written application and documentation and those so serving will not lose any of the rights and benefits to which they are entitled. Members of the faculty called to military duty in a national emergency will be granted a leave without pay for the duration of the emergency or for five years, whichever is less. Oregon Tech will continue medical and dental insurance coverage for up to 24 months while the employee is on military leave. As well, coverage can be continued at the employee's expense through COBRA, after the initial 24 months.

Leave Without Pay. A faculty member may apply for leave without pay for either personal or professional reasons. Approval for leave is based in part upon what disruption the faculty member's absence may cause within the program.

A period of approved leave without pay does not break the continuity of appointment, but time spent on leave without pay does not count toward eligibility for sabbatical leave and retirement.

Insurance benefits are not provided to members of the faculty on leave without pay. Contact HR to determine whether you are eligible for the Continuation of Benefits Rights Act – COBRA.

Worker's Compensation. If you are injured or ill due to work-related reasons, you are insured by workers' compensation insurance.

The university has procedures for reporting and filing workers' compensation claims. If an accident occurs, the injured employee's department chair should immediately complete the *Oregon Tech Incident Report*. If the accident requires medical care, a workers' compensation claim form (801) should be filed with HR within 24 hours.

Insurance Coverage

Oregon Institute of Technology offers a comprehensive and flexible employee benefit package. Below is a brief summary of the benefits. For more specific information, please call the Oregon Tech Human Resource Office at 541-885-1120.

CORE BENEFITS

MEDICAL, DENTAL, & VISION

If you are working at least half-time on an appointment of 90 days or longer, you are eligible for Oregon Tech's benefit program. New employees must enroll for benefits within 30 days of hire date, and coverage is effective the first day of the calendar month following the submission of enrollment forms. After initial enrollment, changes may be made during the annual Open Enrollment period or within 30 days of a qualified family status change (i.e., birth, death, marriage, divorce, employment status change).

Oregon Tech pays 95% of the cost of medical, dental, vision, and basic life insurance premiums for you. This contribution is not dependent on the coverage level you select. For some plan selections, typically the lowest cost plan per county, the university pays 97% of the premiums. Part time employees also receive a contribution at this rate towards the part time plans. Part time employees may opt for a full time plan, but would pay the difference in premiums themselves.

You may choose from multiple health and dental plans, and there are 2 vision plans offered. In order to select a plan you must live or work (at least 50 percent of the time) in the plan's service areas, as described in the Summary Plan Description.

Many of your benefit options can be purchased with pre-tax dollars. These are dollars deducted from your paycheck before income taxes are calculated. Benefits eligible for pre-tax dollars are medical, dental, vision, the first \$50,000 of employee life insurance, contributions to a Dependent Care and/or a Healthcare Flexible Spending Account (FSA). Costs for employee life insurance over \$50,000, dependent and spouse life insurance, disability, AD&D, and long term care insurance are paid for with post-tax dollars.

Opt Out

If you have coverage through another employer-sponsored group medical plan, you may choose to opt out of PEBB core benefit coverage. If you have opt out of medical you may, but are not required to opt out of the dental and vision coverages offered. If you opt out, you may receive a portion of the monthly benefit amount as taxable income. See the PEBB Summary Plan Description for rules on opting out.

BASIC LIFE INSURANCE

Life insurance coverage of \$5,000 is provided for all benefits-eligible employees. Employees may purchase additional life insurance for themselves and/or dependents.

OPTIONAL BENEFITS

Accidental Death and Dismemberment Coverage (AD&D)

The AD&D plan provides 24-hour coverage for accidental loss of life, limb, hand, foot, hearing, speech, sight or thumb and index finger (of the same hand) for you and/or your dependents. You may select a coverage amount from \$50,000 to \$500,000, in increments of \$50,000.

Additional Employee Life Insurance

All PEBB-eligible employees may enroll for optional employee life insurance coverage in amounts from \$20,000 to \$600,000. Some coverage amounts require approval of a medical history statement by the insurance carrier.

You may enroll for up to \$100,000 coverage as guarantee issue within 30 days of your hire date or within 30 days of your initial eligibility.

Spouse/Domestic Partner Life Insurance

All PEBB-eligible employees may enroll for optional spouse/domestic partner life insurance coverage in amounts of \$20,000 to \$400,000. Some coverage amounts require approval of a medical history statement by the insurance carrier.

Your spouse/domestic partner may enroll for up to \$20,000 in coverage as guarantee issue within 30 days of your hire date or within 30 days of your initial eligibility.

Dependent Life Insurance

This is term life insurance in the amount of \$5,000 for each of your dependents.

Short and Long Term Disability Insurance

A short-term disability plan (STD) and four levels of long-term disability (LTD) coverage are available. Disability plans offer income protection during times when you are unable to work due to an injury or illness. You select the level of coverage that works best for your situation. Premiums are paid on a post-tax basis, and costs vary depending on gross monthly salary and the plan chosen.

Long Term Care Insurance

All PEBB-eligible employees and their extended family members (spouse/domestic partner, children, parents, parents-in-law, grandparents, grandparents-in-law, and siblings) who are 18 to 84 years old are eligible to enroll in long-term care insurance. This insurance provides coverage when a physician has certified that you are unable to perform, without substantial assistance from another individual, two or more activities of daily living (ADLs) for a period of at least 90 days, or that you require substantial supervision by another individual to protect you and others from threats to health or safety due to severe cognitive impairment.

Flexible Spending Accounts

A Dependent Care Flexible Spending Account (FSA) is available to you if you pay someone to care for dependents while you work. You elect to have a certain dollar amount deducted from your pay each month on a pre-tax basis and deposited in your Dependent Care FSA. Throughout the year, you submit claims and receipts for services provided and receive reimbursement from your tax-free FSA account.

A Healthcare Flexible Spending Account is available to help you save money on out-of-pocket healthcare expenses. Because these expenses are paid with pre-tax dollars, you save a percentage of each dollar spent out of pocket. Eligible expenses include most of the medical, dental and vision services and drug costs not fully covered in the insurance plans.

Other Benefits

Staff Fee Privileges. If you have an appointment of .50 FTE or more, you are eligible to use or transfer a staff fee privilege to an eligible family member each term. The staff fee privilege entitles you to a tuition charge of 30% of undergraduate tuition for up to 12 credit hours per term. Tuition reductions are subject to tax as part of your gross income if you or a family member is enrolled in a graduate-level program and for both undergraduate and graduate credits if the enrollee is your domestic partner.

Parking Fees. Fees for parking at Oregon Tech must be charged to users by statute. Employees can have this fee deducted from their gross pay before state and federal taxes are calculated by using payroll deductions.

RETIREMENT PLANS

You may become a member of the Oregon Public Service Retirement Plan (OPSRP) at the beginning of the month following completion of six months of service. Alternately, you may elect to participate in the Optional Retirement Program (ORP). Both plans have an "employee" and an "employer" account. Oregon Tech pays all contributions to both accounts in OPSRP, currently 6% in the "employee" account, and a variable percentage into the "employer" account (a pension plan). For the ORP, Oregon Tech pays the "employer" contribution of 8%, plus matching up to 4% if you contribute up to 4% -- for a total of 12% in employer contributions.

To be vested in the ORP, you must have made contributions to the ORP in each of five calendar years or be age 50 or older.

To be vested in the OPSRP, you must work at least 600 hours in five calendar years or attain age 65.

VOLUNTARY SAVINGS PROGRAMS

The Oregon Public University Retirement Plans offer a Tax-Deferred Investment (TDI) Program, under section 403(b) of the Internal Revenue Code. Through the TDI Program, you may accumulate tax-deferred savings to supplement retirement plans and social security. Payroll deductions are done on a pre-tax basis. Fidelity Investments and TIAA provide a wide range of investment choices.

Also available is the Oregon Savings Growth Plan which is the State of Oregon Deferred Compensation Plan, a 457 Plan. This plan offers a pre-tax savings program for retirement. Employees can participate in either the 403(b) or the Oregon Savings Growth or both at the same time.

Termination

Continuation of Coverage

Insurance. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and other members of your family when group health coverage would otherwise end. For more information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description.

Life Insurance

If your employment ends you may be eligible to continue your Optional Life coverage. You must apply within 60 days following the date your employment ends. Coverage continued under this provision will be subject to all terms of the group policy. Note: If you die, your spouse or domestic partner may continue his or her Optional Life Insurance. For more information about your rights and obligations, you should review the Plan's Summary Plan Description.