



UMATILLA COUNTY BENEFITS SUMMARY

Umatilla County currently offers Medical, Dental, Vision, Pharmacy, Life flight, Accidental death & dismemberment, PERS, as well as, Supplemental Insurance plans (Aflac, FSA) to all half-time (20 hours per week) or greater regular and probationary employees. Dependent coverage available.

PAYDAY -

- Payday for all County employees is the last working day of the month. If the last day of the month falls on weekend or Holiday, payday will be the Friday before.

INSURANCE

PACIFIC SOURCE -

- Medical, Prescription, Dental and Vision Insurance
- Eligibility date = First day of the month following 60 days of continuous service
- Payroll deduction (if applicable) begins the month before eligibility

****Employees working 20-31 hours/week are entitled to one-half of the County's single medical insurance premium.**

****Sheriff Association employees scheduled to work at least twenty (20) hours per week shall receive pro-rated insurance benefits.**

USAbLe -

- Life Insurance
- \$25,000 – Sheriff's Association- Employer funded
- \$50,000 – Non Sheriff's Union - Employer funded

PERS -

- **Public Employees Retirement System**
- Union covered employees and EXEMPT employees' contribution is 6% of employee's gross wages. – Employer funded

HRA/VEBA -

- **Health Reimbursement Account**
- \$50/month - Non Sheriff's Union - Employer funded
- \$60/month - Sheriff's Association - Employer funded

LIFE FLIGHT -

- \$45/year - Sheriff's Association/Non Represented Employee
- Non Sheriff's Union - Employer funded
- Annual Renewal - July



UNION ENROLLMENT -

A labor union is an organization of workers joined to protect their common interests and improve their working conditions. It serves as an intermediary between the employer and the employees. The main purpose is to give workers power to negotiate more favorable working conditions through collective bargaining. Union dues are what you pay to help support the unions' operating costs, which include union support staff, field staff, legal costs, negotiation costs, arbitrator's fees, and other related costs. Dues structures vary widely from union to union based on needs. Some unions charge a fixed monthly rate while others charge a percentage of members' paychecks. See your Union contract for more information. (Note dues are withheld at the relevant Union rate even if the employee chooses not to join the Union. Beginning with your first paycheck.)

PROBATIONARY PERIOD

- Employment is at-will during the probation period
- AFSCME 12 months
- UCLEA 9 - 18 months depending on position and certification required
- Exempt Employees – Equivalent to the probationary period required of union members in their department.

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. 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 reviews will be conducted with the supervisor near the end of 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.

- AFLAC
- FSA
- Deferred Compensation
- Life Flight
- United Way Charitable Contribution - Section 125
- Corporate Rates to Roundup Athletic Club

LEAVE ACCRUALS -

- **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.
- **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 (Excluding Floating Holiday/Birthday depending on bargaining unit) are available to employees upon employment.

See Union Contracts for work performed on holiday's definition. Employees working less than full-time will accrue prorated benefits.



COMPENSATION -

- Salary Increases are negotiated by the Unions for covered employees. See the applicable contract for specific rates and effective dates.

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. (Does not apply to SHUN Employees)

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 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 -

- Use of personal vehicle to conduct County business; When authorized, employees will be reimbursed at an authorized rate, which at present is \$.45 per mile (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.