



Human Resources
6500 Pacific Blvd SW
Albany, OR 97321
(541) 917-4420

CLASSIFIED BENEFITS

INSURANCE EFFECTIVE DATE - If date of hire is between the 1st and the 15th of the month, insurance coverage is effective the first of the following month. If date of hire is after the 15th, insurance coverage is effective the first of the second month after hire.

REQUIRED EMPLOYEE INSURANCE - (Paid by College)

- Medical, Dental, Vision (may opt-out if covered by another employer sponsored, comprehensive group health insurance plan). Plan comparison here <https://www.oregon.gov/oha/OEBB/Documents/OEBB-Benefit-Comparison-2026.pdf>
- **Employee Only medical, dental and vision coverage premiums are paid 100% by the college.** Employees working .50 FTE load or less will have prorated premiums.
- Long Term Disability
- Basic Employee Life Insurance (\$50,000)
- Basic Employee or Dependent Life Insurance (\$2,000)
- Life and Accidental Death and Dismemberment (\$50,000)

OPTIONAL DEPENDENT INSURANCE – College pays 98% to 100% of the medical, dental and vision premium cost to insure dependents of employees working a full 247 day, 1.0 FTE load contract.

- **OPTIONAL BENEFITS:** Flexible Spending Accounts, Life Insurance, Short Term Disability, Tax Sheltered Annuities, Cancer, Critical Illness, Accident Insurance. Premiums are paid with a payroll deduction.
- **PAID LEAVE:** A 247 day/40 hour per week contract (full-time)
Completed Calendar Years of Service
Annual Accrual
Rate
0 - 1 year 7.34 hours 11 days
2 - 4 years 10 hours 15 days
5 - 7 years 12.67 hours 19 days
8 - 9 years 13.34 hours 20 days
10 - 14 years 14.67 hours 22 days
15 years and above 16 hours 24 days
Carry over maximum is 200 hours per fiscal year.
- **SICK LEAVE:** A 247 day/40 hour per week contract (full-time) earns 8 hours per month, continues to accrue if not used.
- **HOLIDAYS:** Employees whose contract period includes a designated holiday will be paid for the holiday.
- **OVERTIME/COMP TIME:** Available as long as it is mutually agreeable between the employee and their supervisor.

- **BEREAVEMENT LEAVE:** In the event of death in an employee's family, the employee shall be granted bereavement leave of up to five (5) days of absence with pay per occurrence for time required for the purpose of grieving, attending the funeral, or making the necessary arrangements.
- **PROFESSIONAL DEVELOPMENT:** The purpose of professional development is to benefit classified employees and the College by providing the opportunity for eligible employees to obtain additional education, training and/or experiences that will enhance their career potential at the College or professional growth.
- **TUITION WAIVER:** Unlimited number of credits per term for general college classes. Unlimited number of Community Education classes per term. The tuition waiver covers tuition only, not lab, program or supply fees.
- **EMPLOYEE ASSISTANCE PROGRAM:** Confidential counseling and consultations for employees and eligible dependents.
- **OREGON PUBLIC SERVICE RETIREMENT PLAN (OPSRP):** After 6 full months of employment, 6% of employee's monthly gross income will be sent to OPSRP (employee contributions will be paid by the college). If a current OPSRP or PERS member, contributions will start immediately.
- **BILINGUAL STIPEND:** Incentive is available to an employee who is evaluated and formally certified as proficient in conversational Spanish by a college-approved certification professional.
- **ATHLETIC EVENTS DISCOUNTS:** Show your staff ID.
- **WORKERS' COMPENSATION INSURANCE:** The College provides coverage under SAIF for work related accidents and occupational illnesses.
- **FAMILY CONNECTIONS:** LBCC contracts with Linn and Benton Counties Family Connections to provide eligible employees with access to referral services in the areas of childcare, child development, parenting and elder care. There is no charge for these services.
- **BUS PASS:** With a current validated staff ID card, all LBCC staff may ride the Linn-Benton Loop and Linn Shuttle for no charge.
- **EDUCATIONAL SOFTWARE DISCOUNTS:** Microsoft offers free software for staff.
- **FREE PARKING:** Parking is available in any designated, unrestricted area. Users must observe all one-way designations and should not park on stall lines or crosswalks - one vehicle per space with the exception of motorcycles parked in the designated motorcycle parking areas.