



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

MANAGEMENT/EXEMPT 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.**
- 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)
- Tax Sheltered Annuity \$200 contributed by college each month

OPTIONAL DEPENDENT INSURANCE – College pays 75% of the medical, dental and vision premium cost to **insure dependents** of Management employees working a full **248 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:** Earns 16 hours per month. Carry over maximum is 200 hours per fiscal year.
- **SICK LEAVE:** 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.

Holidays Paid

Veterans Day 1 day
Thanksgiving 2 days
Christmas 2 days
New Year's Day 1 day
Martin Luther King's Birthday 1 day
Presidents' Day 1 day
Memorial Day 1 day
Juneteenth Day 1 day
Independence Day 1 day
Labor Day 1 day



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- **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 LEAVE**: Employees having completed at least three (3) years of annually renewed employment with the college shall be eligible to apply for up to one year of half-time professional development leave.
- **TUITION WAIVER**: Tuition waivers to include tuition and general college fees for association members and their dependents for an unlimited number of credits per quarter. The tuition waiver does not cover 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.
- **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.