

EMPLOYEE BENEFITS

PURPOSE: To provide employees with a summary of benefits offered by Clackamas County.

SCOPE: This policy applies to all Clackamas County Offices and employees.

POLICY STATEMENT: It is the policy of Clackamas County to contribute toward the health and welfare benefits of eligible employees and their family members.

FULL-TIME EMPLOYEES

A regular or probationary status employee working thirty (30) hours or more per week is eligible to enroll in medical, dental, life and disability benefits effective the first day of the month after two (2) full months of consecutive employment.

PART-TIME EMPLOYEES

A regular or probationary status employee working twenty (20) hours or more per week is eligible to enroll in medical and dental benefits after two (2) full months of consecutive employment.

JOB SHARE EMPLOYEES

A regular or probationary status employee working at least half-time in a job share arrangement is eligible for medical, dental, life and disability benefits effective the first day of the month after two (2) full months of consecutive employment. Unless specified otherwise in a collective bargaining agreement, each half-time job share employee will receive one-half the dollar amount allocated for benefits for a full-time position. Any job share employee working less than half-time is not eligible for medical, dental, life or disability benefits.

WAITING PERIOD

An employee who is on an unpaid leave of absence during his/her benefit waiting period will have his/her benefits effective date extended one full month for **each** month when he/she is not working half-time or greater or in a paid status for at least eleven (11) working days of that month.

ENROLLMENT

Eligible employees must complete and submit enrollment forms to the Risk & Benefits Division to obtain coverage. Enrollment forms are due fifteen (15) days prior to the benefits effective date. The benefits waiting period may be extended one month for each month in which an employee fails to submit his/her enrollment forms by the due date.

LEAVES OF ABSENCE AND SEPARATION FROM SERVICE

Benefits may be affected by leaves of absence (with or without pay) and separation from service. Unless otherwise stated in the applicable collective bargaining agreement, health benefits are provided only for those months in which the employee is working half-time or greater, or in a paid status, either: on the first working day of the month; or, for at least eleven (11) days during that month. Disability coverage will end on the last day the employee is actively at work.

Life insurance will be continued for up to ninety (90) days during a non-medical leave of absence and up to one hundred eighty (180) days during a medical leave of absence. An employee who is permanently and totally disabled may qualify for continued life insurance under the Waiver of Premium provision. Contact the Risk & Benefits Division for additional information.

Employees who are on qualified Family Medical Leave will have medical, and dental coverage continued for up to twelve (12) weeks or as mandated by Federal or State law. (See EPP #10 - Family and Medical Leave for more information.)

Employees who are separating from service may not use vacation time to extend their period of employment for the purpose of gaining additional leave accruals and/or employee benefits. Departments are not required to grant any vacation request if it is not consistent with the needs of the County. All accrued vacation time will be paid on the employee's final paycheck. No holiday will be paid unless the employee is in a paid status both the workdays immediately preceding and following the holiday.

An employee who loses coverage as a result of an unpaid leave of absence, layoff, termination of employment or retirement may continue health coverage by paying for COBRA/Retiree coverage through the Risk & Benefits Division. Upon receipt of a Personnel Action form indicating one of these changes in status, the Risk & Benefits Division will provide the employee and enrolled family members with information regarding COBRA/Retiree coverage. An employee may also be eligible to convert to a non-group plan by contacting the insurance carrier directly. (See EPP #44 – COBRA and Retiree Benefits for more information.)

An employee who was covered by benefits at the time of separation from service, and who is reinstated to employment within six (6) months, will have the benefit waiting period waived. An employee who has continuously participated in COBRA continuation coverage during a medical or economic layoff, and is reinstated to employment within eighteen (18) months from layoff, will have the benefit waiting period waived.

DISCLAIMER

Any statement above is general in nature as specific determinations of eligibility for benefits may be impacted by contracts with insurance carriers or by changes in the County's benefits plan design instituted through the collective bargaining process, action by the Benefits Review Committee and/or the Board of County Commissioners or as required by Federal or State laws, regulations or rules.

If there are any questions regarding benefits eligibility or coverage, please contact the Risk and Benefits Division of the Department of Employee Services.

INTERNET LINKS

County Ordinance: <http://www.co.clackamas.or.us/about/code/Title2.pdf>

EPP 13 – Job Sharing: http://www.co.clackamas.or.us/des/employee_relations/epp13.pdf

Service Accruals: http://www.co.clackamas.or.us/des/employee_relations/epp32.pdf