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2022 BENEFITS SUMMARY

Oregon Travel Council offers employees a comprehensive benefit package. This document briefly describes the benefits to employees and their families. For additional information contact human resources at hr.tic@tic.oregon.gov.

# Compensation Package

## Paycheck

Employees generally received their paycheck on the last day of each month. Automatic deposit is available through most banks and credit unions.

## Salary Increases

Salary increases are granted annually based on merit. Currently, employees may earn up to a 3% salary increase per year. Additional cost-of-living adjustments (COLAs) may also be granted to all staff and vary when they occur. Between 2019 and 2022 annual COLAs have ranged from 2.15% – 3.1%.

# Leave Information

Leave types below are granted to full- and part-time employees. Fill-in and temporary-status employees do not accrue, and are not eligible to use, vacation or other paid leave except as required by law and are not eligible for holiday leave or pay.

## Day of Leave

When authorized by the Governor, the state grants eight hours of paid leave to full time employees. The agency will pro-rate the amount of leave for part time employees, employees who job-share, and part-time seasonal employees.

## Vacation Leave

Eligible employees can request accrued vacation leave hours on or after the first of the month following the month you earn it. Leave accruals are pro-rated depending on how many hours worked during the prior month. Full-time non-management employees with less than 5 years of state service receive 8 hours of leave per month (10 hours per month for management). Vacation accruals increases on 5-year intervals.

## Sick Leave

Sick leave is pro-rated based on how many hours worked in the prior month. Eligible employees can receive a maximum of 8 hours sick leave per month; these employees can use sick leave hours in the succeeding months. For part-time employees, sick leave is pro-rated.

## Personal Business Leave with Pay

Full-time employees receive 24 hours of personal leave annually. Personal leave is pro-rated for part-time and new employees. Personal leave is granted July 1 through June 30 of each year and is forfeited if not used.

## Paid Holidays

The following holidays are recognized for paid leave:

* New Year’s Day
* Martin Luther King Day
* President’s Day
* Memorial Day
* Juneteenth
* Independence Day
* Labor Day
* Veteran’s Day
* Thanksgiving Day
* Christmas Day
* Governor’s Leave (floating holiday between Jan 1 – Dec 31)

## Exceptional Performance Recognition Leave with Pay

An appointing authority may award leave with pay to an employee in recognition of exceptional performance. This leave is compensable only in time off, not pay. An employee is eligible to use exceptional performance recognition leave with pay after completion of six months of state service. Unused exceptional performance leave expires on June 30 of each year.

## Pre-Retirement Planning Leave

Employees who are within three years of a chosen retirement date may be granted up to 28 hours of pre- retirement planning leave with pay for retirement planning activities.

## Interview Leave

Employees may be granted a reasonable amount of time to interview or test for state of Oregon jobs.

## Bereavement Leave

Full-time employees may request up to 24 hours of paid bereavement leave per occurrence to address customary obligations when a family member dies. The number of hours is pro-rated for part-time employees.

## Natural Disaster Leave

Employees who have lost their primary residence, lost use of their primary residence or lost access to their primary residence due to a natural disaster are eligible for a maximum of 80 hours of paid administrative leave, prorated for part-time employees.

## Parental or Family Medical Leaves

The [Federal Family & Medical Leave Act (FMLA)](https://www.dol.gov/agencies/whd/fmla) and the State of [Oregon Family Leave Act (OFLA)](https://www.oregon.gov/boli/workers/pages/oregon-family-leave.aspx) provide qualified employees up to 12 weeks of unpaid leave per year for the birth or adoption of a child, to care for a seriously ill family member, for personal serious health conditions, and to care for a child with a non-serious health condition requiring home care (OFLA only). Other FMLA and OFLA leave types include FMLA Military Caregiver Leave, FMLA Qualifying Exigency and OMFLA Military Leave. For FMLA and OFLA qualifying leaves, TIC will continue to pay the employer-paid portion of the TIC medical and dental premiums as long as the employee pays their own portion of the premium, if any.

# Retirement

## OPSRP and PERS

Employees become members of the [Oregon Public Service Retirement Plan (OPSRP)](https://www.oregon.gov/pers/MEM/Pages/OPSRP-Overview.aspx) Pension Program if they begin working for a [Public Employee Retirement System (PERS)](https://www.oregon.gov/pers/mem/pages/index.aspx) employers after August 28, 2003 and work six full calendar months for a PERS-covered employer in a qualifying position requiring at least 600 hours per calendar year. Employees hired before August 28, 2003 partake in the benefits of the Public Employee Retirement System (PERS).

## Individual Account Program

The [Individual Account Program (IAP)](https://www.oregon.gov/pers/MEM/Pages/What-is-the-IAP.aspx) is an account-based benefit for all Tier One/Tier Two and [Oregon Public](https://www.oregon.gov/pers/MEM/Pages/OPSRP-Overview.aspx)  [Service Retirement Plan (OPSRP)](https://www.oregon.gov/pers/MEM/Pages/OPSRP-Overview.aspx) members who have worked in a qualifying position since January 1, 2004.

## Deferred Compensation

The [Oregon Savings Growth Plan](https://www.oregon.gov/pers/OSGP/Pages/Oregon-Savings-Growth-Plan.aspx)’s 457 deferred compensation plan allows voluntary contributions on a pretax basis; the dollar amount changes depending on the option you choose. Maximum allowed contribution amounts are established annually.

All employees are eligible to participate at any time. Once enrolled, the employee has complete access to account information and transactions 24 hours a day.

# PEBB Benefit Plan

[Public Employees Benefit Board (PEBB)](https://www.oregon.gov/oha/pebb/pages/index.aspx) is the benefit plan administrator for State of Oregon employees. Benefit plans offer and costs are subject to change each year. Other optional insurance plans are also available.

Eligibility: New permanent position full-time or part-time employees are not required to work at least half time in the month they are hired to be eligible for benefits the next month, but they will need to meet this requirement in the following months.

Current full-time permanent (include limited duration) employees must work or be in paid regular status at least half time during the preceding month to be eligible for benefits the next month. Half time means employed and: work or receive 80 paid regular hours per month.

Employer contribution toward core benefits (medical, dental, and vision): Benefit eligible employees will receive an employer contribution toward their core benefits of 95% of the total premium cost. This includes basic employee life insurance coverage of $5,000.

The monthly employer share of premium for core benefits for most eligible part-time employees is pro-rated

based on hours worked in the month when compared with the month’s available full-time hours less the

employee’s premium share. Part-time employees must pay the difference between the employer share and the plan total premium amount. You may choose to purchase either part-time or full-time medical and dental coverage. Part-time employees who choose a part-time plan will receive a premium subsidy, when available.

Enrollment in the health plans must be completed within 30 days of hire for you to receive coverage.

Your coverage is effective the first day of the calendar month following your date of hire and your completion of the enrollment process. After initial enrollment, changes may be made only during the annual open enrollment period or within 30 days of qualified family status event (i.e., birth, death, marriage, divorce, employment status change, gain/loss of other coverage).

Employees with other employer group medical coverage may elect to “opt out” of the PEBB medical plans and

receive “cashback”. The cashback amount is added to your pay and considered taxable income.

Who to contact for help.

* [Contact PEBB](https://www.oregon.gov/oha/pebb/pages/contact_us.aspx#%3A~%3Atext%3DPEBB%20offices%20are%20closed%20to%2Ccalling%20503%2D373%2D1102) at (503) 373-1102 if you need help logging into or navigating the PEBB Benefit Management (Enrollment) System

## Health Engagement Model

Employees enrolled in health benefits can choose to participate in the [Health Engagement Model (HEM)](https://www.oregon.gov/oha/pebb/pages/hem.aspx). HEM pays employees an incentive to learn health risks and take steps to reduce those risks when possible.

Participants receive $17.50 per month and have a lower deductible.

## Medical Coverage (Providence Choice, MODA, Kaiser Permanente and Providence PEBB Plan):

[See what plans are available to you.](https://www.oregon.gov/oha/pebb/pages/index.aspx)

Medical Home Plans – [Provide Choice,](https://www.providencehealthplan.com/public-employees-benefit-board-pebb/choice-plan-members) [MODA.](https://www.modabenefits.com/?utm_source=google-search&utm_medium=cpc&utm_campaign=pebb_search_gads_consideration_or_two_2022&utm_term=search_gads_prospecting_x_pebb_pebb_or_2022&utm_content=search_x_x_search_responsive-search-ad_2022&gclid=EAIaIQobChMIjIf8rOL7-gIVpiutBh20IAzdEAAYAiAAEgIsj_D_BwE) To enroll in these plans, you must work in the plan’s service area.

[Kaiser Permanente](https://wa-my.kp.org/pebb) is a health management organization (HMO) and offers a comprehensive level of services and benefits. PEBB offers two Kaiser plan for those who live and work in the plan’s service area: 1) Kaiser Permanente Traditional 2) Kaiser Permanente Deductible. Facilities are located in Eugene, Salem and the Portland area only.

[Providence PEBB Statewide Plan](https://www.providencehealthplan.com/public-employees-benefit-board-pebb/statewide-plan-members) is a preferred provider organization (PPO) plan. You may see any provider. However, you may pay more when you see out-of-network providers, including specialists.

Use the [benefits selection tool](https://www.myalex.com/pebb/2023) or visit the medical providers websites for more information and how to access their wellness resources.

## Vision Coverage (VSP Basic and VSP Plus Plan)

Employees may elect to enroll in vision coverage offered through the VSP program if: 1) enrolled in Medical Home Plan; 2) enrolled in the PPO plan; or 3) Opt-out of medical coverage. Eligible employees may use any VSP “Signature” provider for eligible services. VSP offers a Vision Basic and a Vision Plus Plan.

Vision coverage for those enrolled in Kaiser Permanente plan is included in the medical plan.

## Dental Coverage (Delta, Kaiser Permanente and Willamette Dental)

PEBB offers three types of dental plans for you to choose from: traditional (premier); Preferred Provider Organization (PPO); and health maintenance plan. To be eligible to enroll in the Kaiser and Willamette Dental plan you must live or work at least 50% of the time in the plan’s service area.

## Tobacco Cessation Support

Your PEBB benefit give you comprehensive support to quit through no-cost access to: Consultations with a trained Quit Coach who knows how tough it can be to quit and ways you can stay or get back on track.

## Employee Assistance Program (EAP)

[Canopy](https://canopywell.com/) offers services to improve the production and well-being of employees, support managers with employee-related concerned, and assist with immediate crisis response. It’s a FREE and CONFIDENTIAL benefit to employees. If needed, they can refer you to a provider in your medical plan. No information is shared with your employer or PEBB.

Employees, spouses, domestic partners, and other eligible dependents may access the benefit individually or together. Each employee may access the EAP up to 5 times per issue each year.

The EAP provides assistance on a variety of topics such as marriage/premarital, divorce/separation, conflict at work, gambling addiction, drug or alcohol addiction, identity theft recovery, depression, physical or sexual abuse, elder care resources, behavioral disorders, stress and anxiety, Pet Parent Resources, Life Coaching (3 telephonic sessions), free legal consultation/mediation and financial advice, and homeownership savings.

The EAP also offers several trainings on topics ranging from physical and emotional wellness, financial well- being, and professional development.

[**LifeBalance**](https://lifebalanceprogram.com/)offers discounts for you and your family members to the things we all love most – travel, sports, the arts, fun family time, the great outdoors, health, fitness, and wellness.

## Health Club Discounts

Employees enrolled in benefits may also choose from [10,000+ fitness centers](https://www.oregon.gov/oha/PEBB/Pages/Gym-Discounts.aspx) with flexibility to change any time, for just $25/mo. No long-term contracts!

## Vaccination Information

Employees enrolled in benefits can easily access helpful information about COVID-19 and [flu vaccinations](https://www.oregon.gov/oha/PEBB/Pages/flushots.aspx) as well as nearby locations.

## Wellness Programs

Employees enrolled in benefits may also access a variety of [wellness programs](https://www.oregon.gov/oha/PEBB/Pages/Wellness-Programs.aspx) (Weight Watchers, Healthy Team Healthy You and more) and events offered through PEBB.

## Life Insurance and Optional Insurance Coverage

As a newly eligible employee for your first-time enrollment, the Optional Employee Life has a guaranteed issue enrollment amount of up to $100,000 and Optional Spouse/Domestic Partner Life has a guaranteed issue enrollment amount of up to $20,000 without needing to submit a medical history to The Standard underwriting for approval.

All life insurance coverage (other than the required insurance $10,000 employee basic life) offered through PEBB is optional. [Optional insurance](https://www.oregon.gov/oha/PEBB/Pages/2019-Optional-Insurance-Plans.aspx) includes employee, spouse/domestic partner, dependent life, and accidental death and dismemberment.

The premiums for the $10,000 basic life policy and the first $45,000 in optional employee term life coverage are paid by the employee on a pre-tax basis. All other life insurance premiums are paid by the employee on a post- tax basis.

## Employee Life Insurance

Coverage from $20,000 to $600,000.

## Spouse/Domestic Partner Life Insurance

Coverage from $20,000 to $400.000.

## Dependent Life Insurance

Coverage included is $5,000 and covers all eligible dependents.

## Accidental Death and Dismemberment

Coverage from $50,000 to $500,000. Dependents can be included and are insured for a percentage of the

employee’s coverage.

## Short Term Disability

Income protection for short-term disability of employee due to pregnancy or illness/injuries. Benefit is 60% of weekly earnings for a maximum of 13 weeks, normally following a one-week waiting period.

## Long Term Disability

Income protection for long-term disability of employee. Several plans available with either a 90-day or 180-day waiting period before benefits begin. Two benefit levels are available (60% of the monthly salary or 66 2/3% of monthly salary).

## Long Term Care Insurance

Provides monthly benefits towards long-term care, assisted living, adult foster care, residential care, and home care. Higher levels are subject to carrier approval as are requests for coverage on spouse or other eligible family members.

## Dependent Care Flexible Spending Account

Employees may elect to have money withheld from their paychecks on a pretax basis to reimburse themselves for qualified dependent care expenses that are necessary so they or their spouse can work.

## Healthcare Flexible Spending Account

Employees may elect to have money withheld from their paychecks on a pretax basis to reimburse themselves for qualified healthcare expenses.

**Travel Assistance**

[Travel assistance](https://www.standard.com/eforms/14684.pdf) designed to respond to most medical care situations and many other emergencies you and your family experience when you travel more than 100 miles from your home or internationally for up to 180 days for business or pleasure.

## Commuter Accounts

[Commuter accounts](https://www.asiflex.com/Commuter.aspx) provide individual fringe benefits defined and regulated by IRS Code. They allow you to save on taxes by paying eligible employment-related commuting expenses with pretax dollars.

## Life Services Toolkit

PEBB members and their beneficiaries have access to a [life service toolkit](https://www.standard.com/eforms/17526.pdf) to address important life matters via The Standard's Life Services Toolkit. The Standard has partnered with Health Advocate to offer a lineup of additional services that can make a difference now and in the future.

# Other

## Public Service Loan Forgiveness

The [Public Service Loan Forgiveness](https://studentaid.gov/welcome/?redirectTo=%2Fmanage-loans%2Fforgiveness-cancellation%2Fpublic-service) program forgives the remaining balance on your Direct Loans after you’ve made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer.

## Oregon State Library

[State Library](https://www.oregon.gov/library/state-employees/Pages/default.aspx) resources and services are available to all State of Oregon employees. Order, borrow, and renew books, request research assistance and attend training, orientations and events.

## Workers Compensation

Employees who are injured or become ill due to work-related reasons are insured by the state workers' compensation plan. For approved claims, the [State Accident Insurance Fund (SAIF)](https://www.saif.com/) provides coverage for medical expenses and time lost from work beyond three days.

## Oregon College Savings Plan

The [Oregon College Savings Plan](https://www.oregoncollegesavings.com/) can help you plan for all the possibilities — including college, trade school, apprenticeships, and certifications. Get started in just 15 minutes with as little as $25.

## Free Parking

Whether or not you work in the rest areas or the Salem office, parking is free!

# URLs contained in this document and other resources

Benefits Selection Tool: <https://www.myalex.com/pebb/2023> Benefits Calculator: <https://www.mypebb.com/calc2022.html>

Benefit Plan Options (Medical, Dental, Vision, etc.): <https://www.oregon.gov/oha/PEBB/Pages/index.aspx> Commuter Accounts: <https://www.asiflex.com/Commuter.aspx>

Dependent Life Insurance: <https://www.oregon.gov/oha/PEBB/Pages/DepLife.aspx> EAP (Employee Assistance Program) Canopy: [Canopy-Summary.pdf (oregon.gov)](https://www.oregon.gov/oha/PEBB/Documents/Canopy-Summary.pdf) Flexible Spending Accounts: <https://asiflex.com/>

FMLA (Family Medical Leave Act): <https://www.dol.gov/agencies/whd/fmla>

Health Club Discounts Information: <https://www.oregon.gov/oha/PEBB/Pages/Gym-Discounts.aspx> HEM (Health Engagement Model): <https://www.oregon.gov/oha/pebb/pages/hem.aspx>

IAP (Individual Account Program): <https://www.oregon.gov/pers/MEM/Pages/What-is-the-IAP.aspx> Kaiser Permanente Plan: <https://wa-my.kp.org/pebb>

LifeBalance: <https://www.oregon.gov/pers/mem/pages/index.aspx> Life Services Toolkit: <https://www.standard.com/eforms/17526.pdf> MODA Plan: <https://www.modabenefits.com/>

OFLA (Oregon Family Leave Act): <https://www.oregon.gov/boli/workers/pages/oregon-family-leave.aspx> OSGP (Oregon Savings Growth Plan) Deferred Comp: <https://voyamarketingzone.dmplocal.com/sites/3650/osgp_welcome.html>

OPSRP (Oregon Public Service Retirement Plan): <https://www.oregon.gov/pers/MEM/Pages/OPSRP-Overview.aspx> Optional Insurance Plans: <https://www.oregon.gov/oha/PEBB/Pages/2019-Optional-Insurance-Plans.aspx>

Oregon College Savings Plan: <https://www.oregoncollegesavings.com/>

PEBB Commuter Accounts: <https://www.oregon.gov/oha/PEBB/Pages/16Commuter.aspx> PEBB Contact Information: <https://www.oregon.gov/oha/PEBB/Pages/Contact_Us.aspx>

PEBB (Public Employees Benefit Board) Information: <https://www.oregon.gov/oha/pebb/pages/index.aspx> PEBB Wellness Events: <https://www.oregon.gov/oha/PEBB/Pages/PEBBwellness.aspx>

PEBB Wellness Programs: <https://www.oregon.gov/oha/PEBB/Pages/Wellness-Programs.aspx> PERS Information: <https://www.oregon.gov/pers/mem/pages/index.aspx>

PSFL (Public Service Loan Forgiveness): <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service> PERS Retirement (two-parts) Information: <https://vimeo.com/399711996>

Providence Choice Plan: [https://www.providencehealthplan.com/public-employees-benefit-board-pebb/choice-plan-](https://www.providencehealthplan.com/public-employees-benefit-board-pebb/choice-plan-members) [members](https://www.providencehealthplan.com/public-employees-benefit-board-pebb/choice-plan-members)

Providence Statewide Plan: [https://www.providencehealthplan.com/public-employees-benefit-board-pebb/statewide-](https://www.providencehealthplan.com/public-employees-benefit-board-pebb/statewide-plan-members) [plan-members](https://www.providencehealthplan.com/public-employees-benefit-board-pebb/statewide-plan-members)

SAIF (Workers’ Compensation): <https://www.saif.com/>

State Library: <https://www.oregon.gov/library/state-employees/Pages/default.aspx> Vaccination Information: <https://www.oregon.gov/oha/PEBB/Pages/flushots.aspx> VSP Vision Insurance: <https://www.vsp.com/>

Travel Assistance: <https://www.standard.com/eforms/14684.pdf>

Wellness Programs: <https://www.oregon.gov/oha/PEBB/Pages/Wellness-Programs.aspx>