

Treasure Valley Community College

Code: **GCBC/GDBC**
Adopted: 10/20/98; 4/27/99; 4/28/05
Readopted: 10/14/09; 2/15/11
Orig. Code(s): 402-1; 403-6; 403-12; 403-13;
AR 300-22

Employee Benefits

Payroll Deductions

Payroll deductions required by law for Oregon Public Employees Retirement System, social security, Medicare, worker's compensation state and federal income tax, and all other deductions (i.e. garnishment) are made automatically by the Business Office. Employees may request other deductions as permitted by law. The employee shall make such request and authorization in writing to the Business Office.

Tuition Waivers (See GCBC/GDBC-AR)

Regular, full-time employees are eligible to receive one standard full tuition waiver at the Oregon rate for themselves or a qualifying family member each quarter. Regular part-time (0.5 full time equivalent and greater) will receive a waiver on a pro-rated basis. Waivers do not include fees and materials. Please contact the Business Office for information or to make a request for a waiver.

Death Benefit

Upon the death of a full-time employee who has been employed for at least 36 consecutive months, one calendar month's regular salary less any deductions, will be paid to the spouse or minor children of the employee as a survivor's benefit. This payment shall be in addition to the salary earned and other benefits owed to the employee at the time of death. This policy does not apply to part-time or temporary employees.

Health, Dental and Vision Insurance (See GDBC-AR)

The College provides group health, dental and vision insurance to eligible employees and their eligible dependents. Employees working less than full-time but more than half-time are entitled to individual coverage insurance benefits at a prorated level. Eligible employees may participate in insurance subject to enrollment periods and procedures specified by the carrier and College. The College has the sole discretion to choose the insurance carrier or carriers.

Premiums are subject to rate changes. Caps may be placed on the amount of premium the College pays and the remainder will have to be paid by the employee. Caps may be adjusted annually.

This policy does not apply to part-time or temporary employees. Insurance provisions for faculty are contained in the collective bargaining agreement.

For more information on the College's group insurance plans, employees may contact the Human Resources Office.

Employee Assistance Program (EAP)

The College provides an employee assistance program. This program provides three free counseling sessions on personal, work-related, or financial issues/concerns to eligible employees. Services are confidential and TVCC is not informed of who is using the service. Sessions may be continued through medical insurance. (See GBECA)

Long-Term Disability and Life Insurance

The College provides and pays for long-term disability and life insurance for regular full-time and half-time or more employees. The College has the sole discretion to choose the carrier for these benefits. The life insurance policy and accidental death and dismemberment are \$10,000 each. Additional amounts of the insurance can be purchased by the employee. For more information, employees may contact the Human Resources Office.

Payroll Requests and Advances

An employee may request a Payroll Advance for emergency reasons up to 3 times a fiscal year. The employee may request up to 65 percent of wages earned to the date of the request. If the employee is hourly, a timesheet with hours earned to date from the last pay period is required to be attached to the Request for Advance form. The advance will not be paid as a direct deposit.

Any exceptions will be determined on a case-by-case basis by the Dean of Administrative Services.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(1\)](#)

Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (2006).

Employee Retirement Income Security Act of 1974, 29 U.S. C. §§ 1001-1461 (2006).

Tanner v. OHSU, 157 Or. App. 502 (1998).