



## Summary of Employee Benefits

**Holidays** We recognize and pay twelve holidays: President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day and Winter Break (3 days between Christmas Day and New Year's Day). (Part Time employees receive pro-rated holiday pay. Temporary Employees\* are not eligible for holiday pay.)

**Paid Leave** We offer a total of 120 hours (3 weeks) of paid leave to new full-time employees, divided between sick and vacation leave. We recognize that employees need to take time away from work for health and family, to recharge, take vacations, spend time with family, or take a personal day. We also believe that these benefits should increase as an employee's tenure at HOC increases. For example, employees with a one-year tenure earn 1 more week of vacation leave per year than new employees.

**Sick Leave** benefits are 40 hours per year, which are front loaded at hire (pro-rated for mid-year new hires). (Temporary Employees are paid sick leave that accrues at the rate of 1 hour per 30 hours of work, up to 40 hours per year, which cannot be utilized until 91 days after hire). Sick Leave can be rolled over year-to-year to a maximum of 120 hours.

**Vacation Leave** benefits start at 80 hours per year, which are earned per hour worked. New employees are eligible to use their vacation time as soon as they have earned enough for their requested time off. (Part time employees who work 20 hours a week or more earn pro-rated vacation leave. Temporary employees are not eligible for vacation leave benefits.)

**Insurance** Heart of Oregon offers an employee Health Insurance Plan for full-time employees and covers 100% of the monthly premiums! Insurance coverage includes health, dental, vision, and alternative care. Medical/vision benefits are offered, but not covered for employee's dependents, and spouses. Life insurance is also offered to employees enrolled in Heart of Oregon Corps medical plans. Employees can access these benefits in as little as 30 days after starting employment.

**Flexible Spending Account** Employees can elect to participate in this account to use pre-tax money for eligible health and child care expenses.

**Retirement 401k Plan Access** HOC offers a 401k retirement savings plan for employees to participate in via payroll deductions, which includes access to a Morgan Stanley Financial Advisor. HOC does not offer matching for retirement at this time.

**Other Benefits** Heart of Oregon has a positive culture in a mission-centered environment that is committed to equity and inclusion. We offer numerous internal and external professional development opportunities and competitive compensation. We also have access to industry discounts through our many pro-deals!

*\*Temporary Employees are seasonal, or work less than 20 hours per week*

*As of 9/24/2021. Subject to Change at Employer Discretion. This summary is for informational purposes. HOC's employee handbook with full details and policies on benefits supersedes this information.*