



BENEFITS GUIDE

**PART-TIME VARIABLE (PT)
& SEASONAL EMPLOYEES**

PART-TIME CLASSIFICATIONS

PART-TIME VARIABLE (PT)

Part-time variable (PT) employees work less than 20 hours per week on average annually. However, they have the option of working additional hours during periods like summer or winter months. PT are eligible to receive benefits such as Paid Time Off (PTO), Holiday Pay, Compassionate Leave, and Inclement Weather Pay (if required to work).

PART-TIME BENEFITS (PTB) ELIGIBLE

Part-Time Benefits (PTB) Eligible employees work an average of at least 20 hours per week but not more than 30 hours per week throughout the year. PTB employees receive all the benefits that PT employees get along with additional employer-funded benefits like telehealth coverage, dental care, vision care, Life & AD&D Insurance, student loan repayment or college savings, and a surplus of voluntary benefits and coverage options. These benefits can be paid for with pre-tax dollars. To see the complete benefits package for PTB staff, please visit the following link: [PTB Benefits Guide](#)

SEASONAL

Seasonal employment is temporary and allows employees to work only during certain times of the year, up to 40 hours per week for a maximum duration of six (6) consecutive months. Seasonal employees are eligible for Holiday Pay, Compassionate Leave, and Inclement Weather Pay (if they are required to work).

Benefit Type	Part-time benefits (PTB) eligible	Part-time variable (PT)	Seasonal
Holiday Pay	√	√	√
Compassionate Leave	√	√	√
Inclement Weather	√	√	√
457(b) Retirement Plan	√	√	√
Paid Time Off (PTO)	√	√	
Floating Holiday Hours	√		
District Funded Benefits			
Telehealth Coverage (Family)	√		
Dental Care (Employee/Child(ren))	√		
Vision Care (Employee/Child(ren))	√		
Life/AD&D Insurance - \$10,000	√		
Student loan repayment or a qualified 529 plan/college savings - \$50 per month	√		
Voluntary Benefits (Employee Paid)			
Supplemental Life/AD&D Long-Term Disability (LTD) Dependent Care Flexible Spending Account Pet Insurance Dental and Vision coverage for spouses	√		

EMPLOYEE RESOURCE GROUPS

THPRD offers opportunities to participate in Employee Resource Groups, including an employee-led Affinity Group, a Transformation & Allyship Group, or the district's Welcoming & Inclusive Committee. These groups each support equity and justice-based work within the district.

Participation is included as regular paid time for part-time or full-time employees (up to 2 hours of paid time per month for participation and 3 hours of paid time per month if organizing an Employee Resource Group).

To learn more, please visit THPRD's [Employee Resource Group](#) webpage.

EMPLOYEE WELLNESS PROGRAM

The Employee Wellness Program (EWP) provides you and your household with complimentary drop-in access to all THPRD recreation facilities. Enjoy activities such as open swim, unlimited access to splash pads during the summer, open gym activities, and more!

To learn more about the EWP program and how to enroll, please visit the [EWP InsideTHPRD webpage](#) or click the link below.

[Employee Wellness Plan Enrollment](#)

BILINGUAL PAY INCENTIVE

Bilingual employees who utilize their language skills in the workplace may be eligible to earn an additional 3% pay incentive.

CLASS & CAMP DISCOUNTS

Once enrolled in the Employee Wellness Program, employees and their households are eligible for a 20% discount on district camp and class offerings during in-district registration.

PAID SICK LEAVE

THPRD offers the ability to earn one (1) hour of sick leave for every thirty (30) hours worked and maintain a balance of up to eighty (80) of paid sick leave per calendar year. Employee's may use sick leave for their own illness, injury, to seek medical care or to care for a family member who requires the employee's assistance.

PAID TIME OFF (PTO)

Available to PT and PTB only

Effective March 1, 2024, a new paid leave type for part-time, Paid Time Off (PTO), will accrue at a rate of one (1) hour earned for every 30 hours worked. This is in addition to Sick leave and may be scheduled by employees for any reason!

COMPASSIONATE LEAVE

Paid compassionate leave available to all part-time and seasonal employees to grieve the loss of an immediate family member, to make arrangements (if necessary), and to attend memorial services.

PROTECTED LEAVE

Employees need time away from work for many paid different reasons. Whether it's time off from work to take care of a new child, for their own serious health condition or to provide care for a family member with a serious health condition, you may find that you need time off at some point during your employment.

The Family and Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA) and Paid Leave Oregon (PLO) are Federal and State mandated leaves which provide up to 12 weeks of protected leave per leave year for eligible employees for qualifying reasons.

To learn more about THPRD protected leaves and eligibility, please visit the [Protected Leaves webpage](#).

EMPLOYEE ASSISTANCE PROGRAM

Access to the [Canopy Employee Assistance Program \(EAP\)](#) and is designed to support you and your dependents through various life challenges. The EAP is fully funded by the district with no cost to the employee.

RETIREMENT SAVINGS

Employees are eligible to begin contributing to their retirement through a 457(b)-deferred compensation plan by contributing pre-tax dollars from your paycheck.

PUBLIC SERVICE LOAN FORGIVENESS

THPRD is a qualifying employer for the Public Service Loan Forgiveness (PSLF) program. For eligibility requirements and information, please visit the [PSLF](#) website.

RETAIL DISCOUNTS

Seasonal discounts to community partners such as Nike, Adidas, and Columbia Sportswear.

For questions, or additional information, please contact the Benefits team at Benefits@thprd.org.