



CITY OF EUGENE PAID LEAVE EQUIVALENT PLAN

WHAT YOU NEED TO KNOW

Starting September 3, 2023, the City of Eugene will provide paid leave to eligible employees for the birth, adoption, or foster placement of a child, your own or a loved one's serious illness or injury, or if you or your child experience a situation with sexual assault, domestic violence, harassment, or stalking.

The City of Eugene has been approved to offer paid leave benefits through an equivalent plan. This means that your paid leave benefits will come from the City's Paid Family and Medical Leave equivalent plan administrator, The Hartford.

WHAT BENEFITS ARE PROVIDED THROUGH MY EMPLOYER'S EQUIVALENT PLAN AND WHO IS ELIGIBLE?

Oregon employees who have earned at least \$1,000 in the prior year, may be entitled to up to 12 weeks of paid family, medical, or safe leave in a benefit year. While on leave, you will be paid a percentage of your wages. Benefit amounts will depend on what you've earned in the prior year.

WHO PAYS FOR EQUIVALENT PLANS?

Employees contribute to the City of Eugene's Equivalent Plan through payroll taxes, which are calculated as a percentage of wages. The City will deduct your contribution from your paycheck.

WHEN DO I NEED TO TELL THE CITY OF EUGENE ABOUT TAKING LEAVE?

If your leave is foreseeable, you are required to give notice to your supervisor and The Hartford at least 30 days before starting paid family, medical, or safe leave. If you do not give the required notice, your first weekly benefit may be reduced by 25%.

HOW DO I APPLY FOR PAID LEAVE UNDER THE CITY'S EQUIVALENT PLAN?

Starting September 3, 2023, you may be entitled to paid leave benefits under the City of Eugene's equivalent plan by applying through The Hartford as follows:

Call The Hartford (preferred): 888-301-5615

File online: www.thehartford.com/mybenefits

Policy #: 135245

HOW CAN I APPEAL THE DECISION ON MY APPLICATION?

If your application is denied, you can appeal the decision with The Hartford. To appeal the decision with The Hartford you must submit in writing, as indicated in your decision letter.

HOW DO I DISPUTE THE APPEAL DECISION?

If the appeal does not resolve your disagreement, you can request support from Paid Leave Oregon for dispute resolution. Visit paidleave.oregon.gov or call 833-854-0166 for more information.

WHAT ARE MY RIGHTS?

If you are eligible for paid leave, the City cannot prevent you from taking it. Your job is protected while you take paid leave if you have worked for the City for at least 90 consecutive calendar days. You will not lose your pension rights while on leave and the City will continue to offer the same health benefits as when you are working.

HOW IS MY INFORMATION PROTECTED?

Health information related to family, medical, or safe leave that you choose to share with the City is confidential and can only be released with your permission, unless the release is required by law.

WHAT IF I HAVE QUESTIONS ABOUT MY RIGHTS?

It is unlawful for an employer to discriminate or retaliate against you because you asked about or claimed paid leave benefits. If an employer is not following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a complaint with BOLI by phone at 971-245-3844, by email at help@boli.oregon.gov, or online at www.oregon.gov/boli.

To learn more about the City of Eugene's Equivalent Paid Family and Medical Leave Plan please contact the City's Benefits Leave Team: COEBenefitsLeaveTeam@ci.eugene.or.us