

The PeopleSoft Employee Self-Service (ESS) Portal (<https://selfservice.pps.net>) gives employees access to view and make changes to certain personal information:

Paychecks	Home Addresses	Dependent/Beneficiary Information
W-2	Phone Numbers	Add Life Events
Tax Withholding Allowances (W-4)	Personal Email Addresses	403(b) Changes
Direct Deposit	Emergency Contacts	
	Benefits Enrollment	

This is a secure site that will maintain data integrity while also allowing access to your vital information and is accessible from inside and outside of the PPS network.

Contact PPS IT Service Desk at 503-916-3375

Full-Time DCU Employees:

Regularly scheduled to work at least 30 hours per week (0.75 FTE).

The health insurance package is mandatory for full-time DCU employees and includes:

Medical & Prescription

The School District No. 1 Health & Welfare Trust offers one (1) Kaiser Permanente Health Maintenance Organization (HMO) Plan, one (1) Providence Preferred Provider (PPO) Plan, and one (1) Providence In-M329 00 G[M329 02(-)]TJJET0r-tBT/F1 9.96 Tf1 0 0 18

- H&W Trust Certificate of Basic Group Term Life Insurance Coverage - The Standard Insurance Company:
<https://bit.ly/3CNOtxk>

Long Term Disability (LTD) | : 750971-B

Full-time DCU employees are automatically enrolled in mandatory self-pay Long Term Disability (LTD) insurance. The LTD insurance is a salary replacement policy for an injury or illness sustained off the job. Following a 90-day waiting period, benefits are payable at the rate of 60% of pre-disability income up to a maximum of \$6,000 per month. Employees pay the full cost of the LTD insurance and premiums are withheld from the employee's pay on an after-tax basis.

You be able to convert your LTD when your coverage ends. Application must be made within 31-days after your LTD insurance ends. If you are retiring from the District, you will not be eligible to convert your LTD. For more information, contact The Standard at 800-628-8600.

- H&W Trust Certificate of Group Long Term Disability Insurance Coverage - The Standard Insurance Company:
<https://bit.ly/3VoUmZo>

IMPORTANT: Full-time DCU employees who waive health insurance OR fail to enroll in health insurance, are automatically enrolled in Group Term Life/AD&D and LTD Insurance plans.

Part-Time DCU Employees: working less than 30 hours per week (0.75 FTE) are not eligible for health insurance benefits.

Most District employees share in the cost of health insurance premiums. The payroll deductions for medical insurance are withheld from the employee's pay on a pre-tax basis. Premiums are deducted the month prior to coverage (i.e., September paycheck pays for October coverage).

For monthly rates/costs, visit the Health & Welfare Trust website at https://sdtrust.com/mybenefits_health.php.

Your legal married spouse;

Eligible domestic partner, living together for six (6) months or more prior to enrolling in PPS benefits - Affidavit Required

- See Covering a Domestic Partner/Domestic Partner's Child(ren)? section below for more information

Your children and your legal spouse's or domestic partner's children, up to age 26:

- This includes natural children, stepchildren, legally adopted children, children for whom you are the legal guardian, foster children, and children for whom you are legally responsible to provide health coverage under a Qualified Medical Child Support Order (QMCSO).

Disabled children over age 26 if unmarried, incapable of self-support, dependent on you for primary support, and the disability occurred before the age of 26.

- For more information on covering disabled adult children, contact the Health & Welfare Trust (plan administrator) at 503-486-2107.

Eligible dependents do **NOT** include:

A spouse from whom you are legally separated or divorced

Anyone on active military duty

Children over the age of 26 who are not disabled

Your grandchildren, nieces/nephews or other relatives who live with you (unless you have court-appointed custody)

IMPORTANT: You must notify the Health & Welfare Trust Administrative Office when a dependent is no longer eligible. You may be required to repay the Trust for any benefits paid after the dependent's eligibility ends.

You will be required to submit the required documentation for all your dependents enrolled in your PPS health insurance plan

The Affordable Care Act (ACA) requires the District to collect social security numbers for all dependents enrolled in the employee's medical plan. The social security numbers are used as identifiers in reporting health insurance coverage to the IRS. Dependents for which social security numbers are not provided may not be enrolled.

To ensure that all enrolled dependents meet the Health & Welfare Trust's eligibility requirements, the H&W Trust works with Secova,

You may be able to continue coverage on a self-pay basis if coverage is elected within 31-days of the coverage termination. For more information, contact The Standard at 800-628-8600.

H&W Trust Certificate of Optional Group Life Insurance Coverage -

PLAN ADMINISTRATOR	<u>Health & Welfare Trust – Administrative Office</u> Phone: 833-255-4123 (toll free) <u>or</u> 503-486-2107 (local) Email: SD1@zenith-american.com Website: https://sdtrust.com
MANDATORY DEPENDENT ELIGIBILITY VERIFICATION	<u>Secova</u> Phone: 866-326-5160 Email: Portland.DMS@Secova.com
LIFE INSURANCE	