



Portland Public Schools (PPS) offers a comprehensive benefit package designed to provide employees and their families with a range of employer and employee paid benefit options. It is the employee's responsibility to enroll online in a timely manner to activate benefit elections of their choice and process his/her employment with PPS. Additional PPS benefits information may be found on the Benefits website at: <https://www.pps.net/Page/15959>.

|  |   |
|--|---|
| PeopleSoft Employee Self-Service (ESS) .....                                 | 2 |
| Health Insurance Package.....  | 2 |
| What is Included in My Health Insurance Package? .....                       | 2 |
| What is the Cost of Health Insurance Package? .....                          | 4 |
| Eligible Dependents & Secova Dependent Eligibility Verification .....        | 4 |
| Covering a Domestic Partner/Domestic Partner's Child(ren)? .....             | 5 |
| Benefits Enrollment & Changes .....  | 5 |
| How Do I Enroll in Benefits? .....   | 5 |
| How Do I Make Changes to My Benefits?.....                                   | 6 |
| Eligibility timelines .....  | 6 |
| Insurance ID cards .....   | 7 |
| When Will My Health Insurance Begin? .....                                   | 7 |
| When Will My Health Insurance End? .....                                     | 7 |
| Voluntary Benefits .....   | 8 |
| Flexible Spending Account (FSA) ID Health Care FSA & Dependent Care FSA..... | 8 |

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

---

## Dental

Full-time PFSP employees, and only part-time PFSP employees enrolled in an Option 1 Medical Plan, will have dental insurance coverage. Two (2) dental plan options are offered: Trust Delta Dental Plan (administered by Delta Dental of Oregon) and Kaiser Dental. Both dental plans are traditional fee-for-service plans. New employees have a 31-calendar day window from their date of hire to enroll in the dental plan of their choice. Newly benefits eligible employees have a 31-calendar day window from the date of their employment change to enroll in the dental plan of their choice.

NOTE: Part-time PFSP employees enrolled in an Option 2 Medical Plan do NOT have dental insurance.

## Group Term Life / AD&D | *The Standard Group Policy Number: 750971-A*

Full-time PFSP employees, and only part-time PFSP employees enrolled in an Option 1 Medical Plan, are automatically enrolled in a District-paid group term life insurance policy of \$30,000 and a District-paid accidental death and dismemberment (AD&D) policy of \$30,000.



You MUST submit directly to Secova all required documents for the dependents you are covering on your PPS health insurance by the deadline provided in your verification packet.

IMPORTANT: If you do NOT fully complete the mandatory dependent verification audit through Secova,

2. Select your Status; then
3. Click the GO! Button.

e5 0T3(ar)2[ ]&2 0 C-4(o)-2(u43(ar)g(4- 0Ts( 612 792 reW\* nBT/F1 9.96 Tf1

If you will be covering dependents (spouse/domestic partner/children), gather their dates of birth and social security numbers.  
For your beneficiaries, gather their dates of birth and social security numbers.







This coverage does have conversion and portability options on a self-pay basis. Application must be made within 31-days after your life insurance ends. For more information, contact The Standard at 800-628-8600.

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

*The Standard Group Policy Number: 750971-D*

Benefits-eligible employees may elect additional Voluntary Accidental Death & Dismemberment (AD&D) Insurance coverage in amounts from \$25,000 to \$300,000 (in increments of \$25,000) for themselves, or for themselves and their family on a self-pay basis. Employees must enroll within the eligibility timelines or during Open Enrollment, but must be enrolled in a medical plan. Employees pay the full cost of the Voluntary AD&D Insurance and premiums are withheld from the employee's pay on an after-tax basis.

This coverage does have conversion and portability options on a self-pay basis. Application must be made within 31-days after your life insurance ends. For more information, contact The Standard at 800-628-8600.

H&W Trust Certificate of Voluntary Group Accidental Death & Dismemberment Insurance Coverage - The Standard Insurance Company: <https://bit.ly/3yykNSq>

State and Federal tax laws allow employees to self-

There are two parts to the PERS OPSRP retirement benefit:

Part 1: OPSRP Pension Program

The OPSRP Pension Program is funded by your employer. PPS contributes an amount set by state statute, necessary to continue funding the pension program. To gain access to the pension program you have to be vested which usually occurs after five (5) years of working at least 600 hours per year. Members automatically vest at age 65, even if they have worked fewer than five years.

AND

Part 2: Individual Account Program (IAP)

The Individual Account Program (IAP) is the required 6% contributed by you. Your account is credited with earnings or losses annually based on investment returns. You are automatically vested in your IAP account when your account is established.

For more information, visit our Oregon Public Employees Retirement System (PERS) webpage: <https://www.pps.net/Page/18903>.

The 403(b) Plan is a voluntary (optional) supplemental retirement savings program offered under section 403(b) of the Internal Revenue Code and is called the Tax-Sheltered Annuity Plan.



Ten (10) to twenty-two (22) vacation days are accrued annually based on the number of months/hours worked and on employment status. This leave is for eligible employees (generally year-round employees), and is for whatever purpose an employee may choose,

|  |  |
|--|--|
| <p>PLAN ADMINISTRATOR</p>  | <p><u>Health &amp; Welfare Trust – Administrative Office</u><br/> <i>(managed by Zenith American)</i></p> <p>Phone: 833-255-4123 (toll free) <u>or</u> 503-486-2107 (local)<br/> Email: <a href="mailto:SD1@zenith-american.com">SD1@zenith-american.com</a><br/> Website: <a href="https://sdtrust.com">https://sdtrust.com</a></p> |
| <p>MANDATORY DEPENDENT<br/> ELIGIBILITY VERIFICATION</p>   | <p><u>Secova</u><br/> Phone: 866-326-5160   Email: <a href="mailto:Portland.DMS@Secova.com">Portland.DMS@Secova.com</a></p>  |
| <p>LIFE INSURANCE<br/> <i>Group Term Life / AD&amp;D Insurance</i><br/> <i>Optional Life Insurance</i><br/> <i>Optional AD&amp;D Insurance</i></p> | <p><u>The Standard</u><br/> Phone: 800-628-8600</p>  |

