



## Portland Public Schools Non-Represented Temporary and Variable Hour Employees

Portland Public Schools (PPS) offers the following benefits to non-represented temporary full-time and variable hour employees.

### Eligibility

1. Temporary employees working in a regularly scheduled position of 30 hours or more for at least 90 days.
  - Benefits are effective the first of the month after 2 full months of full-time employment. To receive coverage beginning the first of the following month, the employee must enroll through the PeopleSoft Employee Self Service (ESS) by the 15<sup>th</sup> of the month. Coverage will terminate at the end of the month the employee's employment ends or employee ceases to be paid, unless such time occurs after the 16<sup>th</sup> of the month, then coverage terminates at the end of the following month.
2. Variable Hour Employees (i.e. limited term or substitutes (excludes Sub Teachers)). PPS is offering OEGB insurance to variable hour employees:
  - Employees must average 30 hours or more per week during the 12-month period from 7/16/2017-7/15/2018. Employees receive an open enrollment email on or around August 15, 2018. Employees will be eligible for benefits for the stability period from October 1, 2018 to September 30, 2019, as long as they are active.
  - Employees hired after 7/16/2017 that average 30 hours or more per week during the preceding 11 months are eligible for benefits for a 12-month stability period as long as they are active.

Employees who do not make a benefit election will be allowed to enroll only during the next Open Enrollment period, or if a qualifying event occurs. Qualifying events may include:

- Marital status change, such as marriage or divorce
- Establishment or dissolution of a domestic partnership (there is a six month waiting period for initial enrollment)
- Birth or adoption of a child, or guardianship of a child by court ordered judgment
- Change in employment status (i.e. temporary to regular position)

If a qualifying event is experienced, the required documentation must be submitted within 31 days from the date of the event in order to make changes to the plan. In addition, the change must be consistent with the event. Employees who are unsure whether an event qualifies as outlined above, should contact PPS Benefits Department for clarification at [benefits@pps.net](mailto:benefits@pps.net). You can make changes through PeopleSoft Employee Self Service (see below).

**Medical** – For the plan summary, please go to: <https://my.kp.org/oebb/plan-details/oregon-washington-actives/#plans2and3> and click on Plan 3.

Kaiser Medical Plan 3	Employee Only	EE+Child(ren)
Employee Monthly Cost	\$96	\$439

Eligible dependents include dependent children under the age of 26. Coverage is not available to a spouse/domestic partner.

## RETIREMENT SAVINGS

### OPSRP - Oregon Public Service Retirement Plan (formerly PERS)

Employees hired on or after August 29, 2003 are eligible for OPSRP. This state retirement plan is for employees who work at least 600 hours per year and is mandated by law. Membership is established after completion of six (6) months of qualified employment, and the employee has worked at least 600 hours. It requires an employee contribution of 6% of gross salary on a pre-tax basis. This contribution is not subject to Federal and State taxes until it is withdrawn from the retirement system. Additionally, the District contributes an amount to PERS for each covered employee which goes toward funding an annuity at the time of retirement. Vesting usually occurs after five (5) calendar years of working at least 600 hours per year. Members automatically vest at age 65, even if they have worked fewer than five years. Complete information about the Oregon State retirement plan is available at: <http://www.oregon.gov/PERS>.

### 403(b) Retirement Plan – Voluntary

Eligible employees may elect, and/or make changes to, traditional pre-tax or Roth post-tax salary reductions for retirement savings at any time during the year. Many self-directed investment options are available through a variety of participating providers.

Employees who wish to participate in the Tax Deferred Annuity 403(b) plan must take the following steps:

1. Choose a vendor – For a list of District approved 403(b) vendors, please see <http://www.pps.net/Page/1660> and select “2017 TSA Announcement and List of Vendors.”
2. Contact the vendor of your choice to open an account. Vendor contact information is available in the document above.
3. Obtain your account number from your vendor.
4. Begin deductions by enrolling online through PeopleSoft Employee Self Service. For enrollment instructions, please visit <http://www.pps.net/Page/7324> and select “403(b) Enrollment Instructions.”

For more information on annual maximum contributions please see the document above.

## LEAVES

Temporary full-time and variable hour employees accrue at one (1) hour of sick leave per 30 hours worked. This information appears on your paystub.

### PEOPLESOFT EMPLOYEE SELF SERVICE (ESS)

If you are a newly eligible for benefits (new hires, job changes, etc), you will receive an email notifying you that your enrollment is ready with instructions on how to make that changes. You will not be able to enroll until you get the email. All changes are made through Employee Self-Service (ESS) through PeopleSoft. Instructions to access ESS from a home computer can be found at the following link, <https://www.pps.net/site/default.aspx?PageID=637>

If you have a qualifying status change (marriage, birth, divorce), you can make changes through ESS. For instruction on how to proceed, go to: <https://www.pps.net/Page/7324>

In addition, ESS allows you make other changes including but not limited to: Name, Address, Phone, Emails, Emergency Contact, W-4 withholding allowances, direct deposits, dependent information. You can also view paychecks and W-2.

ESS: <https://selfservice.pps.net>

Login using your PPS ID and password (same as your PPS email login).

*In the event that any statement in this summary varies from any benefit contract in effect, the benefit contract shall prevail.*

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their role in society. All individuals and groups shall be treated with fairness in all activities, programs and operations, without regard to age, color, creed, disability, marital status, national origin, race, religion, sex, or sexual orientation. This standard applies to all Board policies and administrative directives. Board of Education Policy 1.80.020-P*