



Non-Represented Temporary & Variable Hour Employees

Benefit Guide for 2024-2025 Plan Year

October 1, 2024 – September 30, 2025

Portland Public Schools

Portland Public Schools (PPS) offers the below benefits to full-time temporary employees and variable hour employees. **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 for the Non-Represented Employee Group may be found on the Benefits website at: <https://www.pps.net/Page/1636>.

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PEOPLESOFT EMPLOYEE SELF-SERVICE (ESS)

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

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

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.

PeopleSoft ESS Login Issues? Contact **PPS IT Service Desk** at 503-916-3375

MEDICAL INSURANCE

ELIGIBILITY

Temporary Employees

- 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 two (2) full months of full-time employment. The employee will be sent enrollment instructions and will have 31 days to enroll.
- 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 16th of the month, then coverage terminates at the end of the following month.

Variable Hour Employees, i.e., limited term or substitutes (excludes Sub Teachers)

- Employees must average 30 hours or more per week during the 12-month period from July 16, 2024-July 15, 2025.
- Employees will be sent Open Enrollment information on or around August 15th. Employees will be eligible for benefits for the stability period from October 1, 2024-September 30, 2025, as long as they are active.

MEDICAL INSURANCE PLAN SUMMARY

For the plan summary:

Go to [https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/56/ACA offer 10.1.24 plan comparison.pdf](https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/56/ACA%20offer%2010.1.24%20plan%20comparison.pdf) (Effective 10/01/24 - 09/30/25).

WHAT IS THE COST OF THE MEDICAL INSURANCE?

Employee's Monthly Cost - Kaiser Medical Plan 3 (high deductible)

- **Employee Only Coverage:** \$101.93
- **Employee + Child(ren):** \$363.59

ELIGIBLE DEPENDENTS

- **Child(ren) Up to Age 26**
 - Biological child, legally adopted or legally placed for adoption
 - Legally placed
 - Step-child

Coverage is NOT available to a legally married spouse or Domestic Partner.

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.

BENEFITS ENROLLMENT & CHANGES

There are only three times when you can enroll in benefits or possibly make changes to your benefits:

1. When first offered benefits after meeting the benefits eligibility requirement(s) outlined above.
2. **Within 31-calendar days*** of a qualifying event.
3. During Annual Open Enrollment.

For more information, visit our **Benefits Enrollment & Changes**: <https://www.pps.net/Page/7324>.

*Unless otherwise indicated.

HOW DO I MAKE CHANGES TO MY BENEFITS?

IRS rules state that benefit selections may only be changed when an employee experiences a qualifying event **or** during the Annual Open Enrollment period. The employee must complete an online enrollment via PeopleSoft Employee Self-Service (ESS) and upload the appropriate required documentation. The change must be consistent with the event.

QUALIFYING EVENTS

Employees who experience a qualifying event must complete their benefits changes **within 31-calendar days*** from the date of the qualifying event.

*Unless otherwise indicated

For more information and instructions on making changes to your benefits due to a qualifying event, visit:

- **Benefits Enrollment & Changes webpage:** <https://www.pps.net/Page/7324>
- **Qualifying Events for Benefits Enrollment & Changes webpage:** <https://www.pps.net/Page/18906>

ANNUAL OPEN ENROLLMENT PERIOD

This is the time to add or remove dependents or change medical plans.

INSURANCE ID CARDS

Insurance identification (ID) cards are issued directly from the insurance carriers. Processing time usually takes 3-5 weeks **after** submitting your online benefits enrollment.

If you or a covered dependent need medical attention prior to receipt of your insurance ID cards, please call your medical insurance carrier directly. If the carrier is not showing coverage, contact **OEBB** (plan administrator) for assistance at 888-469-6322.

RETIREMENT BENEFITS

OPSRP - OREGON PUBLIC SERVICES RETIREMENT PLAN (REQUIRED IF ELIGIBLE)

The **Oregon Public Employees Retirement System (PERS)** is the state retirement plan for employees who work at least 600 hours per year and is mandated by law. Employees hired on or after 08/29/2003 are **PERS OPSRP members** unless membership was previously established by PERS.

PERS OPSRP membership is established after completion of a six (6) month waiting period for employees who work at least 600 hours per year, and requires an employee contribution of 6% of gross salary on a pre-tax basis to the **Individual Account Program (IAP)**. If you are an existing PERS member, your mandatory contributions begin immediately. 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 the **OPSRP Pension Program**

for each covered employee. Vesting 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.

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

403(b) PLAN TAX DEFERRED ANNUITY (VOLUNTARY)

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 ("TSA Plan").

The PPS 403(b) Plan is administered by **PenServ**. PPS offers the following types of 403(b) Plans for eligible employees to contribute to:

- **Traditional (pre-tax) 403(b) Plan**; and
- **Roth (after-tax) 403(b) Plan**, subject to vendor acceptance of such contributions.

All contributions to the PPS 403(b) Plan are made by the employee. The District does not contribute toward the 403(b) Plan and there is no Employer Match.

For more information, including how to enroll, visit our **403(b) Plan Tax Deferred Annuity webpage**: <https://www.pps.net/Page/18904>.

WHAT LEAVE PLANS ARE AVAILABLE TO ME?

SICK LEAVE

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

HOLIDAYS

You may be eligible for holiday pay based on your work calendar and work schedule. Work with your time keeper to ensure holiday pay is appropriately time coded.

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