



## WHAT'S INCLUDED IN MY HEALTH INSURANCE PLAN?

**Full-**

## HOW DO I ENROLL ONLINE?

Employees will be notified by email from [benefits@pps.net](mailto:benefits@pps.net) when the online system is ready for your enrollment. **You have 31 calendar days from your start date to enroll.** Here are some things you can do to be prepared for enrollment:

To find information on the health insurance plans, please go to [www.sdtrust.com](http://www.sdtrust.com) and click on "Already Enrolled?"

Select ATU/DCU

Select Activ1n /P A/CID 8-BDC

Dissolution of a domestic partnership	Email <a href="mailto:benefits@pps.net">benefits@pps.net</a>
Birth of a child	Birth certificate required
Adoption of a child	Adoption paperwork required
Guardianship of a child by court ordered judgment	Court order required
Loss of an employee's dependents' health coverage from another group plan	Certificate of Creditable Coverage required





## WHAT LEAVE PLANS ARE AVAILABLE TO ME?

### Sick Leave

Eligible employees accrue sick leave at the rate equivalent to one (1) day for each month worked. Employees who complete one (1) full year of service are credited with the equivalent amount of leave annually, every July 1<sup>st</sup>. All unused sick leave is carried over year to year.

### Bereavement Leave

Employees may use one (1) day to attend the funeral of a relative or friend. In the case of an immediate family member, three (3) to five (5) consecutive days of bereavement leave at 100% pay, plus two (2) additional days at two-thirds pay (as stated in the union contract) are available.

### Paid Personal Leave

All benefits eligible employees receive three (3) paid personal leave days, which may only be used for unavoidable personal business, or for attending to matters which cannot be scheduled outside the employee's work hours. One week advance notice is required for the latter, except in the case of an emergency. Paid personal leave shall not be used for recreation, other employment, union or political activities, or to extend other leave categories, unless on an approved Federal Family Medical Leave (FMLA) or Oregon Family Leave Act (OFLA). Paid Personal Leave is reset back to three (3) days July 1<sup>st</sup> of each year and any unused balance is forfeited on June 30<sup>th</sup> of the following year. Unit members who commence employment after the end of the first semester shall be entitled to one (1) day of paid personal leave.

### Family Illness Leave

All benefits eligible employees receive three (3) family illness days per year, which is to be used in the event of illness of an immediate family member. "Immediate Family" is defined in the DCU union contract as the employee's spouse, domestic partner, children, parents, grandparents, grandchildren, mother-in-law, father-in-law, brothers and sisters of the employee, and also any person living in the home with the employee (use of this leave shall be for instances where care or attention by the employee is necessary). Family Illness Leave is reset back to three (3) days July 1<sup>st</sup> of each year and any remaining balance is forfeited on June 30<sup>th</sup> the following year, if unused.

### Holidays

Six (7) specific holidays are designated and are paid as part of the contract year.

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## PEOPLESOFT EMPLOYEE SELF SERVICE (ESS)

The PeopleSoft Employee Self Service Portal gives employees access to view and make changes to certain personal information. Use your District email log in and password to access PeopleSoft HRMS Sign-on at <https://selfservice.pps.net>.

### View and/or make changes to:

Paychecks	Personal Email Addresses
W-2	Emergency Contacts
Withholding Allowances (W-4)	Benefits Enrollment
Direct Deposit	Dependent/Beneficiary Information
Home Addresses	Add Life Events
Phone Numbers	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. To log in to the self-service portal please go to <https://selfservice.pps.net>.

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

## HEALTH INSURANCE CONTACT AND PLAN INFORMATION

*Following is information about your medical insurance plan. Please find your medical plan and read across the rows to find the vendor for prescription, vision and dental coverage.*

Medical Insurance Plans	Prescription Information	Vision Information	Dental Information
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Cigna PPO Plan – Option 1

Group #3344462-OAP1

Please call Cigna for more information on Health Insurance and to get your member ID number -