



Substitute Teacher (PAT) Employee Group
Benefit Summary
Effective April 1, 2023 – December 31, 2023
Portland Public Schools



More information on the So

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

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 during the Annual Open Enrollment period. The employee must complete an online enrollment via PeopleSoft Employee Self Service (ESS) and upload the

OTHER BENEFITS

Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) provides free services to help people privately resolve problems that may interfere with work, family, and life. Here are just a few of the services EAP offers:

- 24-hour Crisis Help
- Childcare Referral & Eldercare Referral
- Confidential Counseling
 - 6 free sessions per situation, per year to all benefit-eligible employees and anyone living in their household

HEALTH INSURANCE CONTACT & PLAN INFORMATION

