



Non-Represented Temporary & Variable Hour Employees

Benefit Guide for 2023-2024 Plan Year

October 1, 2023 – September 30, 2024

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:

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	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

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, 2023-July 15, 2024.

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%20offer%20Kaiser%203%20Plan%20Comparison%203-24.pdf> (Effective 10/01/23 - 09/30/24).

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

- o Biological child, legally adopted or legally placed for adoption
- o Legally placed
- o Step-child

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

