



Portland Public Schools (PPS) offers a comprehensive benefit package designed to provide employees and their families with a range of employer and employee paid benefit options. 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 may be found on the Benefits website at: <https://www.pps.net/Page/15959>.

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The PeopleSoft Employee Self-

For more information on imputed income, please visit the Health & Welfare Trust website at <https://sdtrust.com/>.

IMPORTANT: The value of your domestic partner health insurance coverage is considered a taxable benefit under federal IRS regulations. If you have domestic partner health insurance coverage, an additional taxable income, also known as imputed income, is added to your pay each month and then the appropriate taxes are withheld. The impact on your tax withholding will depend on your gross pay and your W-4 filing status. PPS cannot provide tax advice. We strongly encourage you to seek out a certified tax professional for assistance.

If enrolling a Domestic Partner/Domestic Partner's Child(ren), the domestic partnership must have been established for at least six (6) months preceding the effective date of coverage. A Certificate of Registered Domestic Partnership OR an Affidavit of Domestic Partnership (<https://www.pps.net/Page/18910>)

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.

Employees who experience a qualifying event must submit the required supporting documentation to the PPS Benefits Department

State and Federal tax laws allow employees to self-pay for the cost of a monthly TriMet Transit Pass on a pre-tax basis, which reduces taxable earnings.

For more information, including how to enroll, visit our TriMet Transit Pass Program webpage: <http://www.pps.net/Page/1657>.

PPS employees and their immediate family members are eligible to join the following credit unions for banking services such as savings, checking, IRAs, Certificates of Deposit, loans, and a variety of other services.

OnPoint Community Credit Union
Customer Service: 1-800-527-3932

Consolidated Community Credit Union
Member Services: 503-232-8070

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.

There are two parts to the PERS OPSRP retirement benefit:

Part 1: OPSRP Pension Program

The OPSRP Pension Program is funded by your employer. PPS contributes an amount set by state statute, necessary to continue funding the pension program. To gain access to the pension program you have to be vested which 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.

AND

Part 2: Individual Account Program (IAP)

The Individual Account Program (IAP) is the required 6% contributed by you. Your account is credited with earnings or losses annually based on investment returns. You are automatically vested in your IAP account when your account is established.

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

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The PPS 403(b) Plan is administered by Carruth Compliance Consulting (CCC). PPS offers the following types of 403(b) Plans for eligible employees to contribute to:

- Traditional (before-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>.

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
 - o 8 free sessions per situation, per year to all benefits eligible employees and anyone living in their household
- Financial Services
- Identity Theft Services
- Legal & Mediation Services
- Wellness
- Will Preparation

For more information, visit our Employee Assistance Program webpage: <https://www.pps.net/Page/1730>.

Eligible full-time and part-time employees working at least 20 hours per week (0.50 FTE) accrue sick leave at the rate equivalent to one (1) day for each month worked. Employees who complete one (1) full year of service with the District shall be accredited with the equivalent annual sick leave at the beginning of each fiscal or school year. All unused sick leave is carried over year to year.

Employees may use one (1) day of funeral/bereavement leave 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 funeral/bereavement leave at 100% pay, plus two (2) additional days at two-thirds pay (as stated in the union contract) are available.

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 (OFLA). Paid Personal Leave is reset back to three (3) days July 1st of each year and any unused balance is forfeited on June 30th 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.

All benefits eligible employees receive three (3) family illness days per year, which are to be used in the event of illness of an immediate family member. "Immediate Family" is defined in the ATU

