



PHOENIX-TALENT SCHOOLS

EXCELLENCE *for* EVERYONE

EMPLOYMENT INFORMATION SUMMARY

OUR VISION

Together, we shall meet the challenges of preparing responsible, creative, lifelong learners.

WE BELIEVE

- Everyone can learn. Learning is the result of a collaborative effort among the community, school, family, and the student.
- Our schools provide a safe environment where healthy values, minds, and bodies can grow & learn.
- Diversity enriches the community; each person has a right to be treated with respect and dignity.

ONLINE APPLICATION & EMPLOYMENT PAGE

Go to this website: [Frontline Employment Portal](#)

PAYROLL INFORMATION

Pay Period is the 1st of the month through the last day of the month

Payday is the 20th of each month

Payroll changes must come to the District Office by the 5th of each month

We currently use [Frontline](#) for Absence Management.

Okta: Click on the link below to navigate to Employee Access, where you can see your pay stub, W-2, contract(s), and more...

- [Instructions](#) on how to view your LEAVE ACCRUALS in Okta

OKTA ACCOUNT INSTRUCTIONS

OEBB ENROLLMENT AND MODA ACCOUNT

- [OEBB Website for Enrollment](#)
To log in for the first time, click on "Create your MYOEBB account."
- Existing account, can't remember password? Reset
- [MODA Member Log-in](#) Log into MODA to Select Providers, PCP 360 Status, Explanations of Benefits, etc.
- [OEBB New Hire Resources](#): a guide for employees newly eligible for OEBB benefits.
- [OEBB Enrollment Guide booklet](#)

EMPLOYEE BENEFIT SUMMARY

MEDICAL INSURANCE

[25-26 Medical & Prescriptions, Dental & Vision Rates](#)

[25-26 Summary of Medical and Pharmacy Benefits](#)

Member Webinar PDF Presentation: [MODA](#)

- Moda Plans 1 – 5 and 6-7 (HSA- must not be covered by a non-HSA compliant plan)
- Full family coverage-Composite rate
- Coverage becomes effective the month following the first paycheck in an eligible position
- Must enroll within 30 days of eligibility
- Must add new dependents within 30 days of the qualifying event
- May delete dependents at any time
- Annual open enrollment Aug. 15 - Sept .10

DENTAL INSURANCE

[2025-26 Medical Prescriptions, Dental and Vision Rates](#)

- Premier Plans 1, 5, and 6, PPO Plan and Willamette Plan 8
- Full family coverage-Composite rate
- Coverage becomes effective the month following the first paycheck in an eligible position

VISION INSURANCE

[2025-26 Medical Prescriptions, Dental and Vision Rates](#)

- Moda Plans Opal, Pearl, Quartz, and VSP Choice & Choice Plus Plans
- Full family coverage-Composite rate
- Coverage becomes effective the month following the first paycheck in an eligible position

[Example Full-Time Benefit Schedule:](#)

Compares health care package prices with the district insurance cap

HEALTH SAVINGS PLAN (HSA) FOR PLANS 6 OR 7

- District deposits leftover CAP (\$1586) contributions into your HSA for qualified medical expenses
- Prescriptions, Co-pays, deductibles, and more...
- *Age 55 and up may contribute an additional \$1,000
- Unused funds are carried over from year to year, growing tax-deferred
- The funds and account are yours and go with you even if you change jobs or insurance coverage.

[HSA American Fidelity Info](#)

[American Fidelity](#)

FLEXIBLE SPENDING PLAN (SECT. 125)

[American Fidelity Flexible Spending Account](#)

- American Fidelity
- Plan year: Oct. 1 – Sept. 30
- Available to all contracted employees
- Must enroll within 30 days of hire date for the remainder of the plan year
- Annual open enrollment is Aug. 15 – Sept. 10
- Must enroll each year

EMPLOYEE ASSISTANCE PROGRAM (EAP):

The District offers an Employee Assistance Program for all employees and their dependents. It is free, easy to use, completely confidential, and available 24/7.

Employee Assistance Program (EAP) is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being

[Uprise Health Digital EAP Orientation \(vimeo.com\).](#)

[25-26 Summary of EAP Services](#)

[TO ENROLL OR LOG IN TO OEGB Uprise Health Digital Services](#)

LONG-TERM DISABILITY

- Mandatory at .75 FTE (Paid by the employee)
- Standard Insurance through OEGB
- Coverage becomes effective the month following the first paycheck in an eligible position

LIFE INSURANCE/AD&D

- **Licensed** - Plan 2, **Classified** - Plan 6
- Standard Insurance through OEGB
- Coverage becomes effective the month following the first paycheck in an eligible position

OPTIONAL Insurance

LONG-TERM CARE

- Long Term Care-Employee & Spouse/Partner
- Unum, through OEGB, may enroll at any time

CANCER PROTECTION INSURANCE

[Aflac Cancer Insurance Overview](#)

- American Fidelity or AFLAC
- May enroll at any time

PRE-PAID LEGAL SERVICES

[LegalShield FAQ page](#)

- Legal Shield
- May enroll at any time

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EMPLOYEE RETIREMENT PLANS

- 403b, 457 OR Savings Plan, OR College Savings Plan

[403\(b\)/457 Plan Comparison](#)

- Available to all contracted employees
- May enroll at any time
- Applies to the vendor list only

[PERS Benefits Overview Page](#)

[PERS Comparison Chart](#)

[IAP Pre-Retirement Designation of Beneficiary Packet](#)

COLLEGE SAVINGS PLAN: [Oregon College Savings Plan](#)

- OR College Savings Plan
- Available to all contracted employees
- May enroll at any time
- Applies to the vendor list only