

## Benefits Administration Frequently Asked Questions for Employees

***Please note that Parish/School employees are not employees of the Archdiocese. All matters should first be sent to the Business Manager, Pastor or Principal.***

### **How do I know if I am eligible for benefits?**

Full and part-time lay employees are eligible for benefits if they meet any of the following criteria:

- Regularly scheduled employees working at least 20 hours a week, 52 weeks a year, or 12 months
- Regularly scheduled employees working at least 26 hours a week, 39 weeks a year, or 10 months
- Licensed or waived elementary or secondary classroom teachers scheduled to work at least 20 hours a week with an employment agreement for longer than 6 months

Temporary employees are only eligible for benefits if one of the following applies:

- At the time of hire, are scheduled to work at least 20 hours per week and the duration of employment is expected to exceed 6 months.
- If temporary employment is extended beyond 6 months or average hours per week exceeds 30 hours.

### **I'm a new employee. How do I enroll in benefits?**

To enroll in benefits, visit [retatrust.org](http://retatrust.org) within 30 days of hire to complete online enrollment. Please contact your Business Manager for assistance.

If you fail to enroll in medical insurance, you will be placed in employee only coverage for medical, dental and vision and will be responsible for the monthly premium. Changes cannot be made after the 30 day window until Open Enrollment.

### **How do I know what benefits I have?**

You can view your benefits statement by logging into [retatrust.org](http://retatrust.org) and selecting Reta Enroll. Once you are logged in, select the "Coverage" tab. This will show your coverage.

### **Am I required to be enrolled in a medical insurance plan?**

Yes, with very few exceptions, all legal US residents are required to have minimum essential coverage or face a tax penalty. You may opt to waive medical coverage if you have coverage elsewhere, but you may not waive dental or vision insurance per Archdiocesan policy.

### **How do I log on to [retaenroll.org](http://retaenroll.org) or reset my password?**

Go to [retatrust.org](http://retatrust.org) and click on the "help" button on the right. . To reset your password or obtain your username, enter your email address. For assistance with [retatrust.org](http://retatrust.org) please call 1-877-303-7382. Please note that the Archdiocese does not have access to your username or to reset your password.

### **How do I know what is covered? What will my procedure cost? Where am I at in my deductible?**

Coverage information for each plan can be found at <https://archdpdx.org/benefits-administration-1>. For more detailed coverage questions, please contact the provider directly. For provider contact information please see the [Health Benefits Contact Sheet](#).

Please note that the Archdiocese does not have access to your medical records and will not be able to tell you cost of procedure or where you are at in your deductible. These questions should be directed to the Healthcare Provider.

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## Employee Benefits Frequently Asked Questions for Employees

### **When/how can I change my benefits?**

Benefits can only be changed during our annual Open Enrollment unless you experience a qualifying life event. Open Enrollment is each year in the spring, typically mid-May. For more information on qualifying life events please see the [Life Event Change Worksheet](#).

### **How do I sign up or withdrawal from my retirement?**

To enroll in a 403(b) Tax Sheltered Annuity (TSA) retirement account you must contact the vendor directly to set up an account. Then, complete the [TSA Election Form](#) and provide the form to your Business Manager.

To withdraw from your retirement account, contact your vendor directly. Their financial advisors will work with you to complete the necessary paperwork. Once the paperwork is complete with the help of your financial advisor it must be approved by the Archdiocese Benefits Office who will then return the paperwork to your financial advisor. Send the paperwork via fax, mail or email at:

2838 E. Burnside St.  
Portland, OR 97214

[benefits@archdpdx.org](mailto:benefits@archdpdx.org)

Fax: 503-235-0417

For more information about our TSA Program, please see the [TSA Program Guide](#).

### **Should I enroll in Medicare?**

Enrolling in Medicare can be complicated, and does have deadlines. In order to assist with this process, and to help you make the best choice in coverage, the Archdiocese provides a consultant to employees free of charge. For more information about Medicare, contact George Paganos of Strategic Growth Insurance Initiatives at [gpaganos@sgia.com](mailto:gpaganos@sgia.com) or 714-209-4508.

### **What is the Wellbeing Program? How do I earn rewards?**

The Wellbeing Program is a grant funded program focused on employee wellness. The Archdiocese, in partnership with WebMD, offers several initiatives to help employees and spouses live healthy lifestyles. The program is grant funded and only employees and spouses who are on medical insurance through the Archdiocese are eligible to participate.

Eligible employees and spouses can earn up to \$450 in rewards by engaging in your health through our WebMD wellness portal. To start earning rewards, log in to [Retatrust.org](http://Retatrust.org) and select WebMD. Spouses should select "Reta Wellness" under the log in section to create their spouse accounts.

Please see the [Wellness Program FAQ](#) and the [Wellbeing Rewards Flyer](#) for more information. Email [benefits@archdpdx.org](mailto:benefits@archdpdx.org) with any additional questions.