

## **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. Contact your Business Manager for assistance.

If you do not 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. The next opportunity to make changes would be during Open Enrollment or if you experience a qualifying life event during the year and notify us within 30 days of the event.

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

Go to [retatrust.org](http://retatrust.org) and click "log in" on the right. To reset your Password or obtain your User Name, click Forgot User Name or Password. For assistance with [retatrust.org](http://retatrust.org), call (877) 303-7382. Please note that the Archdiocese does not have access to your User Name and cannot reset your Password.

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

You can view your Enrollment Summary at [retatrust.org](http://retatrust.org). This will outline your enrollments and those plans that were waived.

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

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 know what is covered? What will my procedure cost? Where am I at with my deductible?**

Coverage information for each plan can be found at [benefitspdx.org](http://benefitspdx.org). For more detailed coverage questions, contact the health plan directly. For contact information, refer to 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 with your deductible. These questions should be directed to the health plan.

## **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.*

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

Benefits can only be changed during our annual Open Enrollment period, unless you experience a qualifying life event. Open Enrollment is each year in the spring, typically mid-May for a Jul. 1 effective date. For more information on qualifying life events, refer to the Benefits Changes page on our website [here](#). All qualifying life events are submitted online at [retatrust.org](http://retatrust.org).

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

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 give 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 email, fax or mail to:

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, refer to 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@sgiamedicare.com](mailto:gpaganos@sgiamedicare.com) or (714) 209-4508.