



MINNEAPOLIS PUBLIC SCHOOLS Employee Benefits

General Information

What are the contact numbers for Employee Benefits?

General Information - (612) 668-0560

Fax Number - (612) 668-0535

Email – benefits@mpls.k12.mn.us

How many hours do I have to work to be considered benefit eligible?

Any permanent position that is at least a 0.5 FTE or 20 hours a week is eligible to receive benefits.

When can I enroll or make changes to my benefits?

You must enroll for benefits within 30 days from your official start date or hire date, whichever is the later of the two or during Open Enrollment each year. Changes, including adding or deleting coverage, can only be made if you have an IRS qualifying event. **For those employees who start in August, your medical, dental, and/or vision coverage will begin September 1st if you enroll by August 31st. When enrolling September 1st and after medical coverage begins the day you enroll online and dental and/or vision begins the first of the following month.**

When is Open Enrollment?

Open Enrollment is usually held in late October, early November of each year.

What is considered an IRS qualifying event?

A qualifying event would include any of the following: Marriage, Divorce, Birth, Death, or a change to your spouse's employment and coverage. You must make any changes within 30 days from the qualifying event date.

How do I make changes to my current coverage?

Changes can be made at any time during open enrollment. If changes need to be made outside of Open Enrollment, you must have an IRS qualifying event. You would need to fill out a [Benefits Insurance Change Form](#). You must make the change within 30 days and provide the appropriate documentation (i.e., marriage license, birth certificate, etc.)

How does the domestic partner tax work?

You must pay taxes on the health benefit dollars taken out of your paycheck that are going towards a domestic partner.

How does a leave of absence affect my Benefits?

You will want to contact the Benefits office and speak with a representative. They will need to discuss with you the type of leave you were/are on and the amount of time you will be on the leave. You can also review the [Benefits while on leave FAQ](#).

Who do I contact if I need an ID card for myself or a dependent?

You will need to contact HealthPartners member services at (952) 883-5000 and Delta Dental customer service at (651) 406-5900. ID cards are not necessary for our Vision Insurance but if you want a card you can follow the instructions in the [VSP Member Vision Card](#).

Can the Benefits Department tell me if a particular doctor or procedure would be covered under our current plan?

You will want to speak with a customer service representative for HealthPartners. The member service number is (952) 883-5000.

I have COBRA and would like to end my coverage for medical/dental/vision/life insurance. How do I do this?

You will need to contact our COBRA administrator, Discovery Benefits, at (866) 451-3399.

I did not elect to purchase supplemental life insurance within the first 30 days of my hire. It's been a year since I began working. Is it still possible to obtain supplemental life at this time?

If you do not elect to purchase supplemental life insurance within your initial 30 days from hire, you will need request an Evidence of Insurability (EOI) form by emailing Benefits@mpls.k12.mn.us. The EOI can be completed online or submitted to Sun Life, who will make the final decision.

If I currently have supplemental life and would like to reduce or drop my coverage, what do I need to do?

You will need to complete a [Supplemental Life Insurance Change Form](#) and submit to Benefits@mpls.k12.mn.us.

How do I know if I'm enrolled in the Sick Leave Pool?

You can contact Benefits to see if you are a member of the sick leave pool. If you have previously enrolled to become a member of the Sick Leave Pool, you remain a member unless you have submitted a written request to withdraw your membership. The time to submit a withdraw request is stated in your collective bargaining agreement. Not all unions have the Sick Leave Pool as a benefit; please refer to your [collective bargaining agreement language](#).

What do I do if I would like to utilize the Sick Leave Pool while I'm out on a leave of absence?

If you are a teacher, you will want to view/print the [How to Submit a Teacher Sick Leave Pool Claim](#).

AFCSME (Clerical) will want to print the [AFSCME Sick Leave Pool Application](#) and ESP (Educational Assistant) will want to print the [ESP Sick Leave Pool Application](#). Completed applications are submitted to the Benefit's office. The Sick Leave Pool Committee will review and make a determination on your sick leave pool application.

Who are the current vendors for the 403b and 457 Deferred Compensation Plans?

The 403b plan is currently administered by [Valic](#). The contact information is (952) 838-7800. The 457 plan is currently administered by the [Minnesota State Retirement System \(MSRS\)](#). The contact information is (651) 296-2761.

How do I enroll in the 403b or 457 Deferred Compensation Plans?

You can enroll in the 403b plan by logging into the Employer Self Service (ESS).

How do I change the amount I'm currently contributing to either the 403b or 457 plans?

District employees can make changes to their 403b contributions directly through the ESS portal. For the 457, employees will need to call MSRS at (651) 296-2761 or go to www.msrs.state.mn.us and log in with their User ID and PIN.

Who is our current Flexible Spending Account provider?

HealthPartners is the current plan administrator. Their contact information is 952-883-7000.

When am I able to enroll into the Flexible Spending Plan (FSA)?

Due to IRS regulations, annual enrollment is required during the open enrollment period which is usually held in the fall. Changes during the plan year can only occur if you have an IRS qualifying event and submit the proper forms to the Benefits Dept within 30 days of the qualifying event.

Who do I contact to inquire if I have enough years in my pension to retire from the District?

You will need to contact your current plan administrator. There are currently three administrators that District employees are members with.

- Teacher's Retirement Association of Minnesota (TRA) – (651) 296-2409
- Public Employees Retirement Association (PERA) – (651) 296-7460

By speaking with the appropriate representatives, they can look at your current employment history and determine if you've met the correct threshold and eligibility.