

Open Enrollment Instructions-10 Month Employees

Materials for Open Enrollment are available on the City Website or in the Pension & Benefits Office at 236 Grand Street, Room 222.

A few basics:

- You must complete any paperwork on or before **June 15, 2010**. Open Enrollment **ends** that date. Note that any changes you make are effective **September 1, 2010**.
 - New Rates are effective **September 1, 2010**.
 - You CANNOT elect Dental Coverage Only.
 - If you pick the POS or POE Plans, MEDCO provides \$1,000 worth of drug coverage per covered individual, annually. There is no additional drug coverage beyond this.
 - There is ADDITIONAL Drug Coverage under the Century Preferred Medical Plan ONLY and you must satisfy a deductible and out-of-pocket maximum before any benefits are payable from Anthem. (see plan comparison)
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1. If you don't want to change anything, DO NOTHING. YOU WILL STAY IN THE PLAN YOU ARE IN.
 - a. Your rates **WILL** change, even if you stay in your current plan because rates go up every year.
 - b. You don't need to call us.
 - c. **MAKE SURE YOU LOOK AT THE NEW RATES!**
 - d. Your first full paycheck in September will reflect the new rate for your current coverage.
2. If you want to **add someone, delete someone, CHANGE PLANS** ;
 - a. Go to the website; www.waterburyct.org
 - b. Click on Human Resources, then, Pension & Benefits
 - c. Scroll down to Open Enrollment; Enrollment Form - Print the form!
 - d. Fill out the Form COMPLETELY – **CHECK YOUR WORK!**
 - e. Return the Form to the Pension & Benefits Office.
 - i. You can mail it “interoffice”
 - ii. You can mail it “first class”
 - iii. You can drop it off – 236 Grand, Room 222
 - f. PLEASE NOTE THAT WE CANNOT PROCESS INCOMPLETE OR INCORRECT FORMS.
3. If you want to DROP your coverage with the City;
 - a. Print the Enrollment/Change Form and return that to the Pension & Benefits Department.