

Spring - 2011

Open Enrollment Instructions- All Employees *except* Teachers & SAW

All materials for Open Enrollment are on the City Website. (Government & Services; Human Resources; Pension & Benefits) Materials are also available in the Pension & Benefits Office at City Hall, 235 Grand Street, Second Floor, Room 250.

A few basics:

- **PLEASE READ THE MATERIALS** because they will answer your questions. Changes to your plan due to **Health Care Reform** are described in the materials.
- You must complete any paperwork before **June 15, 2011**. Open Enrollment **ends** that date. **LATE ENROLLMENTS CANNOT BE ACCEPTED.**
- **New Rates are effective July 1, 2011 for 12 month employees and September 1, 2011 for 10 month employees.**
- You CANNOT elect Dental Coverage Only.
- If you pick the **POS or POE** Plans, MEDCO provides **\$1,000** 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 as health care costs go up, so too do the rates.
 - b. You do not need to call us if you are not making any changes.
 - c. **MAKE SURE YOU LOOK AT THE NEW RATES! They are on the website.**
 - d. Your first full paycheck will reflect the new rate for your current coverage. Please check your paystub carefully!

 2. If you want to **add or delete a dependent or CHANGE PLANS ;**
 - a. Select the link for the Enrollment/Change Form - **Print the form!**
 - b. Fill out the Form **COMPLETELY – BE SURE TO CHECK YOUR WORK!**
 - c. 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 – City Hall; 235 Grand, Second Floor
 - d. **PLEASE NOTE THAT WE CANNOT PROCESS INCOMPLETE OR INCORRECT FORMS;** any incomplete or incorrect form will be returned for you to make any correction

- e. If you want to **DROP** your coverage with the City, **print** the Enrollment/Change Form list members and “check” Cancel. **SIGN THE FORM.** Return that to the Pension & Benefits Department.