

City of Merced 2014 Open Enrollment Instructions

At the September 3, 2013 City Council meeting it was decided that our group employee health and welfare benefits would remain unchanged for the 2014 plan year. To complete Open Enrollment please follow the steps below.

Open Enrollment:

1. Review the 2014 Open Enrollment Worksheet included in your envelope. **If you do not wish to make any changes, you do not have to take any action. Your current elections will roll over to the 2014 Plan year.**
2. If you wish to make changes to your benefits, download a 2014 Open Enrollment Election Worksheet from the intranet/internet (links below)
 - a. For major changes (Adding/Removing dependents, change in level of coverage, change in family status, etc.) complete a 2014 Open Enrollment Election Worksheet.
 - b. For minor changes (Address updates, name changes, etc) you may not need to complete an entire 2013 Open Enrollment Election Worksheet. Contact Insurance if you have any questions.
3. If you wish to participate in Medical or Dependent Care Flexible Spending during the 2014 plan year complete the enclosed Flexible Spending Declaration Sheet and return to the Insurance Department by October 21, 2013. **Flexible Spending elections do not roll over from year to year. If you do not complete this sheet and return to Insurance during the Open Enrollment Period you will not be eligible to participate in Flexible Spending during the 2014 plan year.** If you do not wish to participate in Flexible Spending do not complete this sheet.

The Insurance Department will host Open Enrollment Kickoff Meetings in the Sam Pipes Conference Room on October 7, 2013 and October 9, 2013 at 10:00 am and 1:30 pm.

MARK YOUR CALENDARS – DATES TO REMEMBER!

- **October 7th – October 21st:** Open Enrollment Period
- **October 10th:** Health Fair and Flu Shot Clinic
- **October 7th & October 9th:** Open Enrollment Meetings (Sam Pipes Conference Room)
- **TBD:** Public Works Open Enrollment Meeting (Public Works Corp Yard)
- **January 1, 2014:** Start of the new plan year.

The links below take you to the 2014 Health Benefits Website. At this website you can find the Open Enrollment Election Worksheet, information regarding your 2014 benefit options, and useful calculators for your benefits.

INTRANET: City Departments > Insurance > 2014 Health Benefits

INTERNET: http://www.cityofmerced.org/depts/insurance/2014_health_benefits.asp

If you have any questions regarding Open Enrollment please contact Andrew Guzman or Rosa Winzer using the following contact information.

Andrew Guzman guzmana@cityofmerced.org (209) 385-6979	Rosa Winzer winzerr@cityofmerced.org (209)385-6867
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Remember to turn in all Open Enrollment material by October 21, 2013.