



Human Resources
Department

October 19, 2011

Dear City Employee,

It's time to update your benefits, as Open Enrollment season is here! The City will be accepting Open Enrollment changes through the Employee Online System from **October 31st through November 18th, 2011**. The Employee Online System is accessible through the Internet from the City's main website (www.riversideca.gov) under Online Services. Please be advised that paper enrollment forms will not be accepted, except for enrollments into Additional Life Insurance (forms can be located on the Benefits website).

To review your current 2011 benefits election, please log into the Employee Online system and click on "Benefit Summary". **If you do not wish to make any changes to your health/vision, dental plans, health opt-out option or to your covered dependents, no action is needed on your part.** Your 2011 benefits will automatically carry over to the 2012 calendar year, **except** for your Flexible Spending Accounts (FSA); you **must** renew your FSA enrollment for 2012. Any changes made during Open Enrollment will be effective **January 1, 2012**.

Open Enrollment Information Sessions

To assist you in making your 2012 benefits selection, the Human Resources Department will be offering Open Enrollment Information Sessions as follows:

Tuesday, October 25, 2-3 p.m.

Location: Emergency Operation Center (Outside Patio-inside Corp Yard)
3085 St. Lawrence St.

Thursday, October 27, 2:30-3:30 p.m.

Location: Utilities Operations Center (UOC –Large Conference Room)
2911 Adams St.

Tuesday, November 1st, 2-3 p.m.

Location: Water Quality Control Plant (Large Conference Room)
5950 Acorn St.

Thursday, November 10, 2-3 p.m.

Location: Public Utilities Orange Square (Utilities Board Room)
3901 Orange St.

Monday, November 14, 2-3 p.m.

Location: City Hall (Council Chambers)
3900 Main St.

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These sessions will provide an overview of the City's Health, Dental and Vision Plan options, including Flexible Spending Accounts (FSA), Long Term Disability (LTD), and Additional Life Insurance, as well as new premium rates for 2012. Representatives from Kaiser, Anthem Blue Cross, Delta Dental, Local Advantage, Vision Service Plan, TRIAD, and The Standard will be on-site to assist you with any questions you may have. If you are unable to attend a session, you can access all 2012 plan and rate information, as well as the Employee Online Open Enrollment Guide, on the Benefits Open Enrollment website:

www.riversideca.gov/human/benefits/benefit-open-enrollment.asp

Other Important Information

- All Health plans experienced a rate increase; please be sure to review your corresponding bargaining unit rate sheet for complete information.
- If you will be adding a new dependent to your health or dental plan, you must submit proof of dependent eligibility (birth certificate, marriage certificate, etc.) by **5:00 p.m. on November 18, 2011**. Documents can be faxed to (951)826-2421 or emailed to citybenefits@riversideca.gov. Coverage effective date will be January 1, 2012.
- If you elect to drop eligible dependents, the coverage termination date will be December 31, 2011.
- If you forgot your Employee Online password, please contact the IT Helpdesk at (951)826-5508 to reset your password.

It is your responsibility to ensure that you are enrolled in the proper benefit plan(s) for 2012 and make any applicable changes no later than **5:00 p.m. on November 18, 2011**. If you have any questions or need assistance, please feel free to contact the Human Resources Department, Benefits Team at (951)826-5639 or via email at citybenefits@riversideca.gov .

Respectfully,

Your Human Resources Department