



Human Resources Department

City of Arts & Innovation

October 15, 2013



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 **November 1st through November 22nd, 2013 at 5:00 p.m.** 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.

To review your current 2013 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 current health/vision, dental, Additional Life Insurance or Long Term Disability plan or to your covered dependents, no action is needed on your part.** Your 2013 health/vision, and dental selections, Additional Life Insurance, Long Term Disability (LTD) and any covered dependents will automatically carry over to the 2014 calendar year. You may submit a request to change your health/dental plan, add/drop eligible dependents, and enroll in a Flexible Spending Account plan or LTD plan (eligible bargaining units). All changes requested during Open Enrollment will be effective **January 1, 2014**, except for Additional Life Insurance enrollments, which are subject to medical underwriting approval.

Important Information for Employees with Health Opt-out and/or Flexible Spending Account(s)

If you will continue to opt-out of health coverage and/or participate in a Flexible Spending Account (FSA) during 2014, please note that you **MUST** renew your enrollment. The Health Opt-out option will not carry over automatically and you must re-elect this option as well as provide proof of alternate coverage. The requirement to re-elect the health opt-out option every plan year is a result of the Affordable Care Act, which mandates that employers who offer health insurance coverage to eligible employees have a record each plan year that the offer was accepted or declined. If you participated in the Dependent Care or Health Care FSA, you must submit a new request during Open Enrollment to continue your participation during 2014; if you do not submit a new request, your 2013 FSA participation will end effective December 31, 2013.

Open Enrollment Information Sessions

To assist you in making your 2014 benefits selection, the Human Resources Department will be offering the Open Enrollment Information Sessions indicated below. In addition, free flu shots will be available to City employees at most sessions:

Monday, October 28, 3-4 p.m.
Location: Corporation Yard (Blue Room)
8095 Lincoln Ave.
Flu Shot Clinic, 2-4 p.m.

Wednesday, October 30, 2-3 p.m.
Location: Water Quality Control Plant (Large Conference Room)
5950 Acorn St.
Flu Shot Clinic, 1-3 p.m. (Kush Tower)

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Thursday, November 7, 2-3 p.m.
Location: City Hall (7th Floor – Mayor’s Ceremonial Room)
3900 Main St.
Flu Shot Clinic, 1-4 p.m.

Wednesday, November 13, 2:30-3:30 p.m.
Location: Public Utilities Operations Center (Conference Room)
2911 Adams St.

Monday, November 18, 10-11 a.m.
Location: City Hall (7th Floor, Mayor’s Ceremonial Room)
3900 Main St.
Flu Shot Clinic, 10-12 p.m.

An additional Flu Shot Clinic will be held at the Magnolia Police Department Station located at 10540 Magnolia Ave. on Wednesday, November 13, 2013 from 10 a.m. - 12 p.m.

Representatives from Kaiser, Anthem Blue Cross, Delta Dental, Local Advantage, Vision Service Plan, TRIAD, The Standard and Liberty Mutual 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 2014 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

Important Plan Changes for 2014

- All medical (Anthem Blue Cross and Kaiser) plans and the Delta Care HMO plan experienced a rate increase; please be sure to review your corresponding bargaining unit rate sheet for complete information.

Other Important Information

- If you will be adding a new dependent to your health or dental plan, you must submit proof of dependent eligibility by providing official County-issued documentation (birth certificate, marriage certificate, etc.) by **5:00 p.m. on November 22, 2013**. Documents can be faxed to (951)826-2421 or emailed to citybenefits@riversideca.gov. Coverage effective date will be January 1, 2014.
- If you elect to drop eligible dependents, the coverage termination date will be December 31, 2013.
- If you forgot your Employee Online password, please contact the IT Helpdesk at (951)826-5508 to reset your password or click on the “I forgot my password” link and a temporary password will be emailed to you.

It is your responsibility to ensure that you are enrolled in the proper benefit plan(s) for 2014 and make any applicable changes no later than **5:00 p.m. on November 22, 2013**. 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