

IMPORTANT OPEN ENROLLMENT INFORMATION- PLEASE READ



Human Resources Department

City of Arts & Innovation

October 18, 2016

Dear City Employee,

It's time to update your benefits, as Open Enrollment season is here! The Open Enrollment Period is from **October 31st through November 18th, 2016 at 5:00 p.m.** All changes must be submitted through the *Employee Online* System accessible from the City's main website (www.riversideca.gov) under Online Services.

Important Plan Changes for 2017

- There are rate increases for all Kaiser HMO plans and the Anthem Blue Cross PPO Plan. Please review your corresponding bargaining unit rate sheet.
- The Kaiser HMO plans experienced a 20% charge on all Specialty Prescription Drugs.
- The Anthem PPO Plan experienced an increase to the emergency room fee; in addition, there are increases to the prescription plan, please refer to plan summary for details.

What To Do

Review your current 2016 benefits enrollment information through *Employee Online*.

1. If you are satisfied with your health/vision, dental, additional life insurance or long term disability plans, **NO ACTION IS NEEDED ON YOUR PART.** Your 2016 insurance benefits coverage will automatically carry over to the 2017 calendar year.
2. If you have no changes to your covered dependents, **NO ACTION IS NEEDED ON YOUR PART.** Your 2016 insurance dependent coverage will automatically carry over to the 2017 calendar year.
3. If you need to make changes to your existing coverage, you must log on to *Employee Online* and submit your enrollment changes.
4. If you elected to opt-out of the City's health insurance coverage, you must **RENEW** your opt-out option for 2017 and provide proof of alternate coverage.
5. If you participate in the Dependent Care and/or Health Care Flexible Spending Account (FSA), you must **RENEW** your enrollment for 2017.

All open enrollment changes are due by 5:00 p.m. on November 18, 2016 and will be effective January 1, 2017, except for Additional Life Insurance enrollments which are subject to medical underwriting approval.

Open Enrollment Sessions and Flu Shot Clinics

To assist you in making your 2017 benefits selection, the Human Resources Department will be offering the Open Enrollment (OE) Information Sessions indicated below. In addition, free flu shots will be available to City employees at most sessions:

Tuesday, October 25, 10:00 a.m. – 12:00 p.m. Location: Magnolia Police Station – 10540 Magnolia Ave.	Flu Shot Clinic Only
Tuesday, October 25, 2:00 – 4:00 p.m. Location: Utilities Operation Center (UOC) – 2911 Adams St. (Large Conf. Room)	OE Session Only (No Flu Shots)
Wednesday, October 26, 10:30 a.m. – 12:30 p.m. Location: Water Quality Control Plant – 5950 Acorn St. (Large Conf. Room)	OE Session Only (No Flu Shots)

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Wednesday, November 2, 2:00 - 4:00 p.m. Location: 7 th Floor, Mayor's Ceremonial Room	OE Session and Flu Shot Clinic
Tuesday, November 8, 1:00 p.m. – 3:00 p.m. Location: Corporation Yard – 8095 Lincoln Ave. (Blue Room)	OE Session and Flu Shot Clinic
Thursday, November 17, 10:30 a.m. – 12:30 p.m. Location: 7 th Floor, Mayor's Ceremonial Room	OE Session and Flu Shot Clinic

Representatives from various insurance and deferred compensation providers will be on-site to assist with any questions. If you are unable to attend a session, you can access all 2017 plan information via the Benefits website at www.riversideca.gov/human/benefits/benefit-open-enrollment.asp.

Important - Health Opt-out and/or Flexible Spending Account(s) Re-enrollment

If you are opting out or will continue to opt-out of health coverage and/or participate in a Flexible Spending Account (FSA) during 2017, please note that you **MUST** renew your enrollment via Employee Online. The Health Opt-out option will NOT carry over automatically and you must provide proof of alternate coverage that shows you will be covered for plan year 2017. Employees failing to renew this option may not be eligible for the health opt-out stipend in 2017. 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 2017; failure to do so will result in your 2016 FSA participation ending effective December 31, 2016. *The Health Care FSA plan may carryover up to \$500 of unused funds.*

Dependent Coverage

- If adding a new dependent(s) to your health/dental plan, you must submit proof of dependent eligibility by providing official County-issued documentation (birth or marriage certificate, etc.) by **5:00 p.m. on November 18, 2016**. Please submit documents through: fax (951) 826-2421, email citybenefits@riversideca.gov, or the HR Office, 5th Floor City Hall. *Please ensure you have submitted dependent eligibility for current covered dependents by logging onto the Employee Online System. Under "Dependent Information", should there be "No Cert" next to your dependent(s), please submit the required County-issued documentation to HR as soon as possible.*
- Per the Federal Health Care Reform reporting requirements, all employees must provide a valid Social Security Number (SSN) for each dependent. Please update your record via the Employee Online System under "Dependent Information". You are NOT required to provide copies of the Social Security Card(s).
- If you elect to drop eligible dependents, the coverage termination date will be December 31, 2016.

Other Information

- New Anthem HMO members will be assigned to a Primary Care Physician (PCP) by Anthem. You may contact Anthem at 800-227-3613 after receiving your membership card to change your PCP. Their Physician Directory is available at www.anthem.com/ca/health-insurance/ "Find a Doctor" link, and select "Blue Cross HMO (CACare)-Large Group" under the Medical (Employer-Sponsored) section.
- 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 2017 and make any applicable changes **no later than 5:00 p.m. on November 18, 2016**. 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