



## OPEN ENROLLMENT INFORMATION – PLEASE READ

Date

First Name Last Name  
Address Line 1  
Address Line 2

Dear City Employee,

Open Enrollment season is here! You can make Open Enrollment changes through the Employee Online (EO) System from **October 23, 2023** through **November 13, 2023 at 5 p.m.** You can access the EO System at [RiversideCA.gov/EmployeeOnline](https://RiversideCA.gov/EmployeeOnline).



No changes to your existing medical, dental, additional life insurance, critical illness or legal plans or dependents??

**NOTHING NEEDED AT THIS TIME – ALL EXISTING COVERAGE WILL CARRY OVER**



**The following changes require action:**

- Health Opt-Out and FSA Accounts require re-enrollment (see below)
- Adding or Dropping Dependents
- Enrolling in Additional Life, Critical Illness or LegalEase Plan

### Please Take Action on the Following Items:



**Flexible Spending Accounts (FSA)** – Health Care or Dependent Care – annual elections must be renewed every year via Employee Online. If you do not submit a request for next year, participation in the plan will end December 31st of the current year.



**New Enrollment/Changes to Additional Life Insurance, Critical Illness Plan or LegalEase Plans:** If you are enrolling or making changes to Additional Life Insurance or Critical Illness Plan, these requests must be submitted via The Standard's website. New enrollments to the LegalEase plan can be submitted via Employee Online.



**Health opt-out will NOT carry over automatically,** you must re-elect this option (found under medical plans) and provide new verification of alternate coverage. Be sure to upload a copy of your proof of alternate coverage under the Health Opt-Out page in Employee Online or email it to [CityBenefits@RiversideCA.gov](mailto:CityBenefits@RiversideCA.gov). Failure to submit a new health opt-out request and proof of alternate coverage will impact your eligibility for the annual stipend.



**Adding or Dropping Eligible Dependents** – If you elect to drop **eligible dependents**, the coverage termination date will be 01/01/2024. Newly added dependents will have coverage effective 01/01/24. Per the Federal Health Care Reform reporting requirements, all employees must provide a valid **Social Security Number (SSN)** for each dependent. DO NOT provide copies of the Social Security card.

CONTINUED ON BACK

## Open Enrollment Website



[RiversideCA.gov/Human/Employee-Hub](https://RiversideCA.gov/Human/Employee-Hub)

## Open Enrollment Guide








### In-Person Open Enrollment Sessions

In-person Open Enrollment Sessions will be held according to the schedule below.

Date	Location	Room	Time	Flu Shots Available
Tuesday October 17, 2023	UOC 2911 Adams St.	Conf Room 1 & 2	1 - 4 p.m.	
Tuesday October 24, 2023	City Hall 3900 Main St.	City Hall (MCR)	10 a.m. - 1 p.m.	✓
Thursday October 26, 2023	Corporation Yard 8095 Lincoln Ave.	Blue Room	1 - 4 p.m.	✓
Thursday November 2, 2023	WQCP 5950 Acorn St.	Admin Conf Room	1 - 4 p.m.	
Wednesday November 8, 2023	City Hall 3900 Main St.	City Hall (MCR)	10 a.m. - 1 p.m.	✓

### Other Important Information

-  Kaiser Permanente and Blue Shield plans experienced rate increases. **Rate sheets** are available on the Open Enrollment Website (see QR Code on page 1 of this letter).
-  **All changes requested during Open Enrollment will be effective January 1, 2024**, except for Additional Life, Long-Term Disability, and Critical Illness Insurance enrollments, which are subject to medical underwriting approval.
-  **Dependent documentation** (county-issued birth/marriage certificate, etc.) for new dependent(s) or proof of alternate coverage (health opt-out), must be submitted by **5 p.m. on November 13, 2023**. Documents can be uploaded via Employee Online or emailed to [CityBenefits@RiversideCA.gov](mailto:CityBenefits@RiversideCA.gov).
-  If you experience a Qualifying Event (birth of a child, marriage, etc.) **during open enrollment**, please email the Benefits Division below to process this request separately from Open Enrollment.
-  Your **Employee Online password** can be retrieved by clicking on the "I forgot my password" link and a temporary password will be emailed to you. Alternatively, you can contact IT at (951) 826-5508 or HR at (951) 826-5639 for assistance on resetting your password.

**Mark your calendar!**  
**The Open Enrollment deadline is 5 p.m. on Friday, November 13, 2023**

**Questions?**  
**Contact: [CityBenefits@RiversideCA.gov](mailto:CityBenefits@RiversideCA.gov) or (951) 826-5639 (M - F: 8 AM - 5 PM)**