

PLEASE POST IN YOUR DEPARTMENT

OPEN ENROLLMENT

WEDNESDAY, MAY 14, 2014 from 10:00 A.M. – 2:00 P.M.

TO: All Employees Participating in
Medical, Prescription, Dental and Life Insurance

FROM: Valerie A. Kerr, Human Resources Associate

Each spring we hold an open enrollment session during which time employees can make changes to their current health and life insurance plans.

On May 14th representatives from CIGNA, Express Scripts, Delta Dental, and Hartford Life will be available in a drop-in session to answer any questions you may have about your health, prescription, dental or life insurance benefits.

In addition to the drop-in session, a representative from Insurance Programmers Incorporated will be available to answer questions you may have about the Medicare Supplemental program and also Medicare Part D.

Open Enrollment will be held in the Hearing Room at Lincoln Center. Attendance is optional, however, this is an opportunity to learn about the benefits offered and get any questions you may have answered.

If you are making any changes to your health or life insurance, the change forms must be returned to Human Resources no later than Friday, May 30, 2014, with changes effective July 1, 2014.

If you are unable to attend on the 14th please feel free to call me at 647-3024 or stop in Human Resources.

LIFE INSURANCE INFORMATION ON REVERSE SIDE

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LIFE INSURANCE OPEN ENROLLMENT INFORMATION

To: All Employees Who Have Life Insurance

FROM: Valerie A. Kerr, Human Resources Associate

If you wish to purchase supplemental life insurance from Hartford Life, it must be under one of the following scenarios:

- ? Employees who currently have basic life only and did not elect to purchase supplemental insurance at the time of employment must complete a personal health statement for Hartford Life. Based on the information provided, Hartford Life will determine whether you may purchase additional life insurance.
- ? Employees who currently purchase supplemental life insurance and are eligible by union contract to purchase more can increase their coverage by \$10,000 without completing a personal health statement.
- ? Employees who currently purchase supplemental life insurance and wish to purchase more than \$10,000 must complete a personal health statement and wait for Hartford Life's approval.

You may check your pay stub under "Deductions - ADD LIF" to see what you currently purchase. Please check your contracts to see how much you are eligible to purchase. All life insurance changes become effective July 1, 2014, unless you are waiting for approval from Hartford Life.

Also, free services as part of your life insurance with The Hartford are offered as follows: Travel Assistance, Beneficiary Counseling, Funeral Planning and Creating a Will.

HEALTH INSURANCE INFORMATION ON REVERSE SIDE