



# [URGENT]

## BENEFITS REMINDER

### OPEN ENROLLMENT (OCTOBER 10 – OCTOBER 28)

#### ***When is Open Enrollment?***

Monday, October 10 through Friday, October 28. All changes, adds, or drops made during open enrollment will be effective January 1, 2023.

#### ***When are Benefits Meetings being held?***

We will be holding virtual and in-person meetings this year! Spouses are welcome to attend meetings. No need to sign up for a meeting, simply click on the Teams link below when the meeting starts or attend an in-person meeting.

Remaining Open Enrollment meetings will be on:

- **Mon, October 17** – 2:00 p.m. to 4:00 p.m. Teams Meeting link to join: [Click here to join the meeting](#)
- **Tues, October 18** – In-Person Meeting – 2:00 p.m. to 4:00 p.m. in DME Field Operations Building (Work Room)
- **Wed, October 19** – In-Person Meeting – 7:00 a.m. to 9:00 a.m. in Council Chambers, Main City Hall
- **Thurs, October 20** – In-Person Meeting – 7:00 a.m. to 9:00 a.m. in Solid Waste Training Room

\*If you cannot attend a meeting, the first virtual meeting will be recorded and made available on the Open Enrollment page on the HUB, on the Benefits page.

#### ***I keep hearing “passive” enrollment. What does that mean?***

A passive enrollment means that if you are not making any changes to your current insurance coverages or waiving coverage (*and you do not plan to have an FSA in 2023*), then you do not need to re-enroll in your benefits. Your current benefit selections will simply roll over on January 1, 2023.

However, if you have a Medical or Dependent Care Flexible Spending Account (FSA), or you plan to enroll for the first time, you **MUST** complete the enrollment process. **Enrollment OR re-enrollment in a FSA is required annually.**

**\*\*If you do not complete the FSA enrollment process, you will not have FSA coverage in the 2023 plan year.\*\***

It is recommended that every eligible employee attend a meeting - even if you are not making changes to your benefits for 2023.

#### ***Where Can I Find the Open Enrollment Materials?***

All open enrollment materials will be available on the Hub and in the Forms Library on the Workterra website, by Monday, October 10. The 2023 Employee Benefits Guide, the open enrollment presentation (in Note format), and the OnlinEnroll Instruction Guide are included with this reminder.

#### ***What if I have questions or need more help?***

Your Benefits Team is here for YOU! In-person, one-on-one enrollment assistance will be available on the following dates:

**Tues, October 18** – 4:00 p.m. to 6:00 p.m.  
DME field Operations Bldg (Work Room)

**Tues, October 25** – 10:00 a.m. to Noon  
Dev. Svc. Center Training Room One\*\*

**Thurs, October 20** – 9:00 a.m. to 11:00 a.m.  
Solid Waste Training Room

**\*\*No meetings are scheduled at the Development Service Center. If you are interested in attending an in-person meeting, you can attend any of the meetings listed**