



**DATE:** April 25, 2017  
**TO:** All Employees Eligible for District Insurance Coverage  
**FROM:** Human Resources  
**SUBJECT:** Benefits – Open Enrollment: May 8, 2017 – May 31, 2017

The open enrollment period for district benefits; health, dental, vision, section 125 before/after tax options, and Flexible Spending Accounts (FSA) will be between Monday, May 8th and Wednesday, May 31st. During the open enrollment period, you may make changes to your benefit plans, add/drop dependents, open or continue an FSA plan and select the before or after tax option. **All premium changes will be reflected on your July paycheck and will be effective August 1, 2017.**

Please note, you can only make changes outside of this open enrollment period if you experience a life changing event such as marriage, birth or adoption, divorce, death, and in some cases, a spouse losing or gaining insurance coverage through his/her employment.

To access the benefit enrollment form and details please go to the district website, Departments, Human Resources, Benefits. **The enrollment form only needs to be completed and returned to Human Resources by May 31, 2017 if you wish to make changes to your health, dental or vision coverage.** Your plan election will remain the same if you do not notify Human Resources with your intent to make changes.

**If you would like to continue or enroll in a Flexible Spending or Dependent Care Account the enrollment form will need to be completed and submitted to Human Resources by May 31, 2017.** (Per Federal Law, you can carry over a balance \$500 from a previous Flexible Spending Account to the current year.)

#### **HEALTH, DENTAL AND VISION INSURANCE COVERAGE**

Benefit plans will remain the same for the upcoming school year. Kaiser Permanente will continue to cover our medical insurance. Dental coverage is through Delta Dental and VSP handles our vision. **We are fortunate that there will not be an increase to premiums for the 2017/18 school year.** Please remember that adult children can remain on your plan until age 26. It is your responsibility to notify the Human Resources Department once your child is no longer eligible so that necessary adjustments can be made, if applicable.

#### **SECTION 125 PLANS (PRE-TAX OR POST-TAX OPTIONS)**

Any out-of-pocket premiums you pay for health, dental or vision insurance coverage for yourself and any dependents can be deducted from your pay on a “pre” or “post” tax basis. For specific questions regarding your tax situation, it is best to consult with a professional financial advisor or tax consultant. Employees will automatically be enrolled in the pre-tax options unless the employee completes a Post Tax Premium Election Form and submits it to Human Resources by May 31, 2017.

Additional benefits such as Tax Sheltered Annuities, Flexible Spending/Dependent Daycare Accounts, AFLAC and others are available.

If you have any questions, or need clarification on any of the information above, please feel free to contact Human Resources.