

LET'S TALK ABOUT...

2017 EMPLOYEE BENEFITS OPEN ENROLLMENT OCTOBER 10 - NOVEMBER 4

EMPLOYEE BENEFITS OPEN ENROLLMENT IS HERE!

Annual employee benefits open enrollment begins on **October 10!** This is the one time of year when you can make changes to your benefits without experiencing a Qualifying Life Event (marriage, divorce, birth or adoption of a child, etc.). **Your benefit selections will become effective on January 1.**

Employees who wish to continue medical coverage for a dependent(s) in 2017 must visit the **Employee Self Service (ESS)** enrollment portal (<https://selfservice.sanantonio.gov/irj/portal>), between October 10 and November 4, to select the eligible dependent(s) you wish to cover. You can also add dependents by contacting your department's Employee Relations Team or drop dependents through the enrollment portal at this time, too. **Employees who wish to continue a waiver declining coverage must also go online during open enrollment.**

It is very important that you enroll in your benefits during Open Enrollment; otherwise, you will automatically be **enrolled at the employee-only tier and your dependents will not have medical coverage beginning on January 1.** Additionally, **civilian and Uniform - Police employees** who take no action during open enrollment will be enrolled in their respective Consumer-Driven Health Plan option—Consumer Choice or Police-CDHP—at the employee-only tier for 2017.

While logged into the ESS enrollment portal, do not forget to:

- Update your contact information;
- Select your preference for receiving your W-2;
- Review your 2016 benefits summary, including your dependents;
- Select your 2017 benefits and confirm your dependents;
- Complete the Acknowledgement section. Your benefits enrollment is **NOT** complete until this section is complete; and
- Print and save your 2017 benefits confirmation statement.

Things to remember:

- **If you take no action during open enrollment, your dependent(s) will not have medical coverage in 2017.**
- Beginning on January 1, **Blue Cross and Blue Shield of Texas** will be the City's new medical health care plan claims administrator.
- **CVS/caremark** will be the claims provider for our pharmacy benefit as of January 1. You will still have access to a large network of pharmacies, including CVS, H-E-B, and Walgreen's.
- Flexible Spending Accounts (FSAs) do not carry over from year to year, so interested civilian employees need to select this benefit again for 2017.

ADDITIONAL INFORMATION

Detailed 2017 benefits information is available online at sanantonio.gov/openenrollment. For civilian and Uniform-Police employees, make sure you visit the Benefits Information Video Library to watch short videos that highlight information related to your health plans. If you have any questions, call Human Resources Customer Service at 207-8705.