



2013 Employee Benefits Open Enrollment October 15 - November 14

Your 2013 Benefits

The annual employee benefits open enrollment period begins on **October 15!** This is the one time of year, without experiencing a Qualifying Life Event (ex: marriage/divorce/birth or adoption of a child), where you can make changes to your medical, dental, vision, Flexible Spending Account, and life insurance selections. You can also add or drop dependents during this time as well. Your selections will be effective on January 1, 2013. The *2013 Civilian Benefit Matters* guide will be available during open enrollment.

In addition to the **Value, Standard, and Premier** health plans, civilian employees also have the option of selecting the **Consumer Choice** health plan. With the Consumer Choice health plan, employees will also receive a Health Savings Account with an initial contribution from the City to help get your account started. A health plan comparison chart and detailed information about the new Consumer Choice health plan can be found on pages four (4) and five (5) of the *2013 Civilian Benefit Matters* guide. The City also has a new dental insurance provider, Delta Dental. **To continue dental coverage in 2013, you must enroll in this benefit during open enrollment.**

Tobacco users will be assessed a **\$40** monthly fee in 2013. Self-report your tobacco use status during open enrollment. Detailed information about the City's Tobacco Cessation Program is available on page 12 of the *2013 Civilian Benefit Matters* guide.

How to Enroll in Your 2013 Benefits

This year, civilian employees are being asked to visit the Employee Self Service online enrollment portal located at sanantonio.gov/easi between **October 15 and November 14** to enroll in their 2013 benefits.

While you are logged into the online enrollment portal, **remember to:**

- 1) **Update** your contact information;
- 2) **Self-report** your tobacco status. Non-tobacco users will avoid a \$40 monthly fee by remaining tobacco-free;
- 3) **View** your *2013 Civilian Benefit Matters* guide and personalized 2012 benefits summary. Your personalized 2012 benefits summary will be available exclusively online for you to review and print at your convenience;
- 4) **Enroll** in the City's new dental plan. We have changed dental care providers from MetLife to Delta Dental, so you will need to enroll in the dental plan online if you wish to continue dental coverage in 2013;
- 5) **Select** your health care plan. This year, you can choose between the Consumer Choice, Value, Standard, and Premier PPO health plan options;
- 6) **Re-enroll** in your Flexible Spending Account. Flexible Spending Accounts do not carry over from year to year. If you enroll in the Consumer Choice plan, you cannot enroll in a Health Care Flexible Spending Account; and
- 7) **Review** your dependents. This is your opportunity to add or drop dependents without experiencing a Qualifying Life Event. Remember, to add a new dependent, you will need to provide the Human Resources Department with the appropriate validation documents.

2013 Open Enrollment Fairs

All of the 2013 Open Enrollment Fairs will be held at the Alamodome in meeting rooms K, L, N, O, and P, and free parking will be available in Parking Lot A. **With approval from your supervisor, up to two (2) hours of leave have been granted to employees to attend an Open Enrollment Fair.** During the Open Enrollment Fairs, you will have the opportunity to: a) attend information sessions, b) receive one-on-one assistance with enrolling in your 2013 benefits, c) meet with the City's various benefit providers, d) obtain a flu shot (make sure you bring your UnitedHealthcare I.D. Card), and e) **complete a Health Risk Assessment to earn a \$100 contribution (you can earn \$200 if your spouse/domestic partner also completes an assessment) to your Flexible Spending Account/Health Savings Account in January 2013.**

Open Enrollment Fairs are held in addition to the department presentations conducted by Human Resources Generalists. For assistance or additional information during Open Enrollment, call Human Resources Customer Service at 207-8705, visit sanantonio.gov/hr, or contact your department's Human Resources Generalist or Specialist.

2013 Open Enrollment Fair Calendar, Alamodome, 100 Montana St., 78203

Monday	Tuesday	Wednesday	Thursday
October 15: 10 a.m. - 6 p.m.	October 16: 1 p.m. - 7 p.m.	October 17: 1 p.m. - 7 p.m.	October 18: 10 a.m. - 4 p.m.
October 22: 1 p.m. - 6 p.m.	October 23: 1 p.m. - 7 p.m.	October 24: 10 a.m. - 7 p.m.	October 25: 10 a.m. - 4 p.m.
October 29: 1 p.m. - 6 p.m.	October 30: 1 p.m. - 7 p.m.	October 31: 9 a.m. - 4 p.m.	