

let's **TALK** about

2018 EMPLOYEE BENEFITS OPEN ENROLLMENT OCTOBER 2 - 27, 2017

Employee Benefits Open Enrollment Is Here!

Annual Employee Benefits Open Enrollment begins on **October 2!** 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.**

To continue medical coverage for a dependent(s) in 2018, you must visit the **Employee Self Service (ESS)** enrollment portal (<https://selfservice.sanantonio.gov/irj/portal>) between October 2 and October 27 to select the eligible dependent(s) you wish to cover. During this time, you can also add dependents by contacting your department's Employee Relations Team or drop them through the enrollment portal. Those 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.** 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 2018.

While you are in the enrollment portal:

- Update your contact information;
- If you have not previously done so, select your preference for receiving your W-2;
- Review your 2017 benefits information;
- Select your 2018 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 2018 benefits confirmation statement.

Things to remember:

- If you take no action during open enrollment, your dependent(s) **WILL NOT** have medical coverage in 2018.
- There are no changes to the civilian prescription drug, dental, and vision plans in 2018.
- Flexible Spending Accounts (FSAs) do not carry over from year to year, so interested civilian and uniform—police employees need to select it again for 2018.

BACK BY POPULAR DEMAND: OPEN ENROLLMENT FAIRS & FLU SHOTS

If you need enrollment assistance, want to chat with our vendors, or would like to get your **flu shot***, you can stop by the Convention Center (900 E. Market St., Room 221) or the Alamodome (100 Montana St., Rooms F & G) on the dates and times listed below, with approval from your supervisor.

Free Parking at Convention Center: Those who park in the garage across from the Convention Center should take a ticket when entering. You will be provided with a parking validation ticket when you exit the open enrollment fair. If you park in a surface lot, then you **DO NOT** need to purchase a parking sticker from the parking meter, just park in the lot and head into the Convention Center. Parking details and map at sanantonio.gov/openenrollment.

Oct. 2: noon—5 p.m. (Convention Center)	Oct. 10: 8 a.m.—5 p.m. (Alamodome)
Oct. 3: 8 a.m.—5 p.m. (Convention Center)	Oct. 11: 8 a.m.—5 p.m. (Alamodome)
Oct. 4: 8 a.m.—5 p.m. (Convention Center)	Oct. 12: 8 a.m.—5p.m. (Alamodome)
Oct. 5: 8 a.m.—5 p.m. (Convention Center)	Oct. 13: 8 a.m.—5 p.m. (Alamodome)
Oct. 6: 8 a.m.—noon (Convention Center)	

*To obtain your flu shot at an open enrollment fair, you must be a City employee who is enrolled in one of the City's health plans. You must also have your Blue Cross and Blue Shield of Texas card with you.

QUESTIONS

Visit sanantonio.gov/openenrollment for detailed open enrollment-related information. If you have any questions, contact Human Resources Customer Service at 207-8705 or hrcustomerservice@sanantonio.gov.