

# LET'S TALK ABOUT...

## 2016 EMPLOYEE BENEFITS OPEN ENROLLMENT OCTOBER 12 - NOVEMBER 6

### EMPLOYEE BENEFITS OPEN ENROLLMENT IS HERE!

Annual employee benefits open enrollment begins on **October 12!** 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 2016 must visit the **Employee Self Service (ESS)** enrollment portal (<https://selfservice.sanantonio.gov/irj/portal>), between October 12 and November 6, 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.

Individuals who are currently enrolled in one of the City's medical plan options and who take no action during open enrollment will automatically be enrolled in their existing medical plan at the employee-only tier for 2016. This means that your **dependents will not have medical coverage beginning on January 1.**

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

- Update your contact information;
- New—update your privacy elections;
- Select your preference for receiving your W-2
- Review your 2015 benefits summary, including your dependents;
- Select your 2016 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 2016 benefits confirmation statement.

#### ***Things to remember:***

- **If you take no action during open enrollment, your dependent(s) will not have medical coverage in 2016.**
- For 2016, an individual enrolled at the family-tier of the civilian Consumer Choice medical plan option cannot exceed \$6,850 in out-of-pocket costs.
- There are no changes to the civilian prescription drug, dental, and vision plans in 2016.
- Flexible Spending Accounts (FSAs) do not carry over from year to year, so interested civilian employees need to select it again for 2016.

### Enrollment Assistance is Available

If you need enrollment assistance or would like to obtain a flu shot\*, with approval from your supervisor, you can stop by the Alamodome (100 Montana St.), in meeting rooms F and G, on the dates and times listed below. Free parking is available in Lot A. Once you park, proceed to the Plaza Level Public Entrance.

<b>Oct. 19:</b> 1 – 5 p.m.	<b>Oct. 27:</b> 7:45 a.m. – 4:30 p.m.
<b>Oct. 20:</b> 7:45 a.m. - 4:30 p.m.	<b>Oct. 28:</b> 7:45 a.m. – 4:30 p.m.
<b>Oct. 21:</b> 7:45 a.m. - 4:30 p.m.	<b>Oct. 29:</b> 7:45 a.m. - noon
<b>Oct. 26:</b> 7:45 a.m. - 4:30 p.m.	

\*To obtain your flu shot at the Alamodome during an open enrollment assistance session, you must be a City employee who is enrolled in one of the City's health plans. You must also have your UnitedHealthcare I.D. card with you.

### Additional Information

Detailed 2016 benefits information is available on the Human Resources website ([sanantonio.gov/openenrollment](http://sanantonio.gov/openenrollment)). For civilian employees, make sure you check out the Benefits Information Video Library to watch short videos that highlight the health plans. If you have any questions, contact Human Resources Customer Service at 207-8705.