

## **Employee Benefit Open Enrollment Period Begins November 1, 2007!**

To: All Employees  
From: Jeff McCuen, Treasurer/CFO

Open enrollment is November 1 -30, 2007 for all employees. This communication contains **very important information** regarding your employee benefit options.

### **Required Action - For All Employees**

- A. Your insurance benefits will stay as they are if you are not making any changes, but you are still required to meet with the American Fidelity Representative, and complete an H.S.A. election form. (Attached) You are asked to hand the H.S.A. election form to the American Fidelity Representative at the time of your individual meeting.**
- Every employee must meet individually with the **American Fidelity** representative to review benefits which are available and then make a decision on which benefits options will be exercised. Even if you do not wish to participate in any of the benefits offered to you including health, dental or life insurance, you must sign off on the form at your individual meeting with the American Fidelity representative indicating that you do not wish to participate in the District's section 125 flexible benefits plan. A sign up sheet will be provided in each building with appointments being set in 15 minute increments, starting October 1, 2007. (See the attached calendar) If you cannot make your individual meeting at your building, you are welcome to go to any building, for your appointment. Please contact the building secretary to set the appointment.
  - **H.S.A. election forms** must be completed by all health insurance participants. (See Attached Form) The form allows you to participate in the H.S.A. and make pretax contributions to your H.S.A. account. It also gives you instructions regarding your qualifications to participate in the H.S.A. and other options available to you. **You are asked to hand the H.S.A. election form to the American Fidelity Representative at the time of your individual meeting.**
- B. If you wish to change any of your benefits, Health, Dental, Life Insurance;** (Example: change from single to family or family to single, add/drop dependents or add/drop spouses, change beneficiary information or elect optional life insurance coverage), new enrollment forms need to be completed. You may contact Dodi Zimmerman (614) 883-3163 or [dzimmerman@worthington.k12.oh.us](mailto:dzimmerman@worthington.k12.oh.us) for enrollment forms or they may be accessed from the portal. (Documents/Forms – Insurance Tab)
- C. If you do not participate in any district benefits, you still must meet with the American Fidelity Representative.**

### **Worthington Schools Health Insurance Informational Meetings**

- Representatives from United Healthcare, Joseph James and Associates (the district's insurance consulting firm), and someone from the Worthington Schools Insurance Committee will be present at various building meetings to answer any questions you may have on our benefits. You may attend any meeting in the district. (See attached calendar)
- Medical, Dental, Life Insurance, Fifth Third Bank and H.S.A. forms will also be available or you may contact Dodi Zimmerman at WEC [dzimmerman@worthington.k12.oh.us](mailto:dzimmerman@worthington.k12.oh.us) or (614) 883-3163 for benefit forms.