

SHAKER HEIGHTS CITY SCHOOL DISTRICT

TO: ALL EMPLOYEES
FROM: Bryan C. Christman, Treasurer; Lisa Howell, Personnel Administrator; & Sue Garber, Benefits Specialist
DATE: November 4, 2011
SUBJECT: HEALTH INSURANCE ANNUAL OPEN ENROLLMENT

The annual open enrollment for hospitalization, prescription drug and dental coverage will be from November 4, 2011 through November 30, 2011, for coverage beginning January 1, 2012. Any employee wishing to (1) change health care coverage, (2) add coverage, i.e., health, dental, prescription drug or (3) add a dependent, may do so during this open enrollment period. (Photocopies of birth certificates/marriage certificates must be provided at time of application.) If you wish to add a spouse to your health and/or prescription drug coverage you must also complete a spousal certification form. If you wish to make an open enrollment change please contact Sue Garber at 216-295-4318 or email to garber_s@shaker.org. In addition applications may be downloaded from the "Insurance Forms" heading under the *For Our Staff* section of the District website at Shaker.org/StaffTemp.aspx. **ALL APPLICATIONS MUST BE SIGNED AND RETURNED TO SUE GARBER AT THE ADMINISTRATION BUILDING BY NOVEMBER 30, 2011.**

PLEASE NOTE: Open enrollment is limited to just once per year for all health related coverages to be effective January 1st of each year. This of course does not prohibit enrollments for those who may experience a "qualifying event" (e.g. loss of spousal health insurance coverage, newborn, adoption, marriage, divorce, etc.) between the annual open enrollment dates.

It is each employee's responsibility to keep us informed of changes in your family status (over the summer as well as during the school year) concerning **births, adoptions, deaths, divorce, marriage, change in working spouse employment status or entry into the military service.** If these changes are not reported to the Benefits Office within **30 days** you will not be permitted to make this change until the next open enrollment period. You may be eligible to enroll during a special enrollment period under certain circumstances. **In certain instances if you fail to notify the Benefits office of these changes within certain time limits your coverage may not be valid. You may also be responsible for additional premiums paid by the Board of Education for coverage you are no longer entitled to receive.**

Reminder: Please note that it is your responsibility to immediately notify the District Benefits Office of a change in your spouse's eligibility to participate in his/her group health insurance and/or prescription drug insurance plan. For example, if your spouse accepts a new job where coverage is available, he/she must immediately enroll and you must notify the Benefits Office. **You may not wait until the next annual certification to notify us of such a change.**

NEW HEALTH PLAN CHANGES EFFECTIVE JANUARY 1, 2012: In accordance with new provisions in all three of the District's collective bargaining agreements, the following changes go into effect January 1, 2012: deductibles for in- and out-of-network charges, office copayments, drug copayments, emergency room visit fees, coinsurance, and maximum out-of-pocket amounts will all increase. Additionally, employee shared premiums for health, dental and prescription drug coverages will increase from 8% for full time equivalent employees to 12% (effective 1/1/12 for SHTA and non-bargaining employees; effective 7/1/12 for OAPSE and Local 200 employees). Specific details of these changes are included in the attached file entitled "Anthem-ESI Employee Presentation". The new rates effective 1/1/12 are included on the attached files entitled "InsPremJan12-12% SHTA NonBarg" and "InsPremJan12-8% OAPSE Local 200".

ELECTIVE FLEXIBLE SPENDING ACCOUNT PROGRAM AVAILABLE JANUARY 1, 2012: In connection with the changes described above, employees may also elect to set aside a certain amount of their paycheck into a flexible spending account (FSA) on a pre-tax basis (such elective contributions are exempt from federal, state, and city income taxes as well as the medicare payroll tax). Then, during the year, the employee can use funds in the account to pay for qualified medical (or dependent care) expenses that are not paid by District health insurance coverage (e.g. deductibles, copayments, coinsurance, etc.). Specific details of this program are included in the attached files entitled "FlexSave Presentation", "FlexSave Educational Brochure", and "FlexSave Enrollment Form". Please note there is a \$5 per month fee to participate in the FSA, which will also be taken out of your paycheck on a pre-tax basis. **To participate, please complete the attached "FlexSave Enrollment Form" and return to Sue Garber at the Administration Building before November 30, 2011.** For questions please contact Sue Garber at 295-4318 or garber_s@shaker.org.

GRANDFATHERED PLAN STATUS: Effective January 1, 2012, the Shaker Heights City School District believes its health and prescription drug plan coverages no longer qualify as a "grandfathered health plan" under the Patient Protection and Affordable Care Act (the Affordable Care Act). Accordingly, provisions of the Affordable Care Act such as the requirement for the provision of preventive health services without any cost sharing will go into effect at that time. For further information about this please contact the District's Benefit Specialist, Sue Garber at 295-4318 or garber_s@shaker.org. You may also contact the U.S. Department of Health and Human Services at www.healthreform.gov.

NOTE: All of the above referenced attachments are also available on the District website under the "Insurance Forms" heading of the *For Our Staff* section at Shaker.org/StaffTemp.aspx