UNIVERSITY OF THE DISTRICT OF COLUMBIA

NOTICE 110.711 DISTRIBUTION Van Ness

MEMORANDUM TO UNIVERSITY COMMUNITY DATE 11/09/09

FROM OFFICE OF HUMAN RESOURCES

SUBJECT OPEN ENROLLMENT FOR FEDERAL AND DISTRICT BENEFITS

I. PURPOSE: This notice informs University employees of the Open Enrollment for the Federal Employees Health Benefits (FEHB) and the District of Columbia Employees Health Benefits (DCEHB) Programs from November 9 through December 14, 2009.

During the Open Enrollment period, you may elect changes to include enrolling or opting out of health, dental, long term disability, short term disability and flexible spending benefits. For participants with Flexible Spending and Dependent Care Accounts, it is required that you enter your annual pledge amounts. The 2010 benefits rates will be available on www.dchr.dc.gov

New Plan Offerings

Open Enrollment 2010 will offer two new benefits to participating District Government employees in both the Federal Employee Health Benefit (FEHB) and the District of Columbia Employee Health Benefit (DCEHB) plans:

Commuter Benefits-Administered by ADP will offer employees the opportunity to elect pre-tax deductions to be used for commuter expenses.

Supplemental Indemnity Insurance-Administered by AFLAC offers employees an opportunity to take advantage of supplemental insurance plans outside of short-term and long-term disability benefits. The plan offerings include:

- Specified Health Event Insurance
- Hospital Confinement Insurance
- Personal Accident Insurance
- Personal Sickness Insurance
- Cancer Indemnity Insurance

The premiums of the AFLAC offerings are solely the responsibility of the employee. Please note that if you are currently participating with AFLAC through an individual payroll
allotment, you will need to enroll through the District sponsored program in order to get the advertised rates. [http://www.aflacclients.com/dcgov/Welcome.aspx](http://www.aflacclients.com/dcgov/Welcome.aspx)

Representatives from AFLAC will be in the University’s Office of Human Resources during the open enrollment period to answer any questions that you may have about the benefits available. There will also be information available on the DCHR website ([www.dchr.dc.gov](http://www.dchr.dc.gov)) if you are unable to meet with the representative.

**New Features for Employee Self Service (ESS)**

Beginning with this year’s Open Enrollment period, employees will be able to access ESS from home. All ESS functions such as benefits elections, exemption changes, direct deposit information, pay check view and compensation history will be accessible from remote sites. Another feature that will be in place for Open Enrollment 2010 is the email confirmation. For all changes that are made during Open Enrollment, a confirmation email will be sent to the employee verifying the elections. Please note that the email address used for the confirmation will be the email address used at the time of ESS registration.

**Plan Upgrades**

The AETNA QPOS plan offered through the District of Columbia Employees Health Benefits (DCEHB) will change to the AETNA PPO Open Choice Plan. This upgrade offers a robust PPO option to District employees participating in DCEHB plans and provides increased services, increased providers and ease of physician selection.

Flexible Spending Accounts (FSA) debit cards will be available for employees participating in health and dependent care accounts.

2. **ACTION**: In preparation for the Open Enrollment, the University is sponsoring a Benefits Fair on November 18, 2009 in Building 38, Windows Lounge (second floor), 11:00 a.m. – 3:00 p.m.

All supervisors are encouraged to allow eligible employees ample time to attend the Benefits Fair.

Employees will have an opportunity to meet representatives from various plans, ask questions and receive valuable information, which will assist them in making decisions about retaining their present plan, changing to another plan or changing options within a plan.

For employee under the FEHB, the Office of Personnel Management (OPM) will not be printing or distributing FEHB Guides; however, the plan brochure will be available on the FEHB website: [www.opm.gov/insure/health](http://www.opm.gov/insure/health)

3. **Additional Information**: Open Enrollment is the only time employees will be allowed to change from one plan to another or enroll in a plan. The effective dates for changes in the FEHB and DCEHB will be January 1, 2010 for Administrative and Faculty employees and January 3, 2010 for District/Career Services and Wage Grade employees.
Employee questions may be directed to Ms. Hattie Rogers at (202) 274-5446, hrogers@udc.edu or me at (202) 274-5449, cpoole@udc.edu in the Office of Human Resources.

Christine Poole
Director, Human Resources
Coming Soon!

Benefits Fair at UDC

Date: November 18, 2009

Location: Building 38, 2nd Floor, Windows Lounge

Time: 11:00 am – 3:00 pm

Vision Health Dental

Flexible Spending Account New Benefit Provider

Afac

See Open Enrollment notice on UDC website at www.udc.edu, click on Human Resources, Benefits