



**ROWLAND UNIFIED SCHOOL DISTRICT  
RISK MANAGEMENT SERVICES  
OPEN ENROLLMENT NOTICE**

**DATE:** September 1<sup>st</sup>, 2017  
**TO:** All Rowland Unified Employees

**SUBJECT: ANNUAL OPEN ENROLLMENT**

- **Employee Rates**
- **Health Fair**
- **RUSD 125 Flexible Benefits Plan**
- **Workers' Compensation Pre-Designation Form**

Dear RUSD Employee,

Open enrollment is the time when changes to your health plans are accepted, such as switching plans and adding or deleting dependents. This year, the annual open enrollment period will be September 26, through September 28<sup>th</sup>, 2017, at Nogales High School and the district office-Conference Room 4. Please note that the last day to make any changes to your benefits plans is September 28<sup>th</sup>, 2017. If you are not available to attend on any of the regular dates, please call Risk Management (x8306) to arrange an earlier appointment.

Please see attached the updated CalPERS employee rates. The rates shown do not include the district's contribution. The updated rates for the medical, dental and vision packages are deducted tently from your paycheck. Also attached is the Workers' Comp Pre-Designation form, if you would like to pre-designate a health care provider.

**CALPERS HEALTH PLAN INFORMATION**

Kaiser, Blue Shield, United Health Care and Health Net medical plan representatives will be present at this year's Health Fair for two hours, 3:00pm-5:00pm, on September 26th only (see schedule). Before considering changing medical plans, please visit <https://www.calpers.ca.gov/docs/forms-publications/2018-health-benefit-summary.pdf> to view health plan information. For open enrollment information, please visit the [www.calpers.ca.gov](http://www.calpers.ca.gov) website, scroll down to "Events", then click on "Open Enrollment". In addition, please review the "Helpful Websites and Phone Numbers" exhibit attached to this memo. We recommend you to visit the individual medical plan website to search for your preferred doctor and hospital.

**WHAT TO BRING TO OPEN ENROLLMENT – NO APPOINTMENT NECESSARY**

- Birth certificate or adoption papers, if you are adding a new dependent not previously covered
- Marriage license if you are adding a new spouse not previously covered
- Social Security numbers of eligible dependents you want to add.

**ALL CHANGES TAKE EFFECT JANUARY 1, 2018**

## OPEN ENROLLMENT DATES AND LOCATIONS

RUSD open enrollment sessions are as follows. RUSD staff will be present at the listed times on all days to accept open enrollment changes for medical, dental and vision. American Fidelity staff will also be present to assist with any insurance plan needs.

<u>Date</u>	<u>Time</u>	<u>Location</u>
<u>Tuesday, September 26, 2017</u>	7:00 a.m. - 4:00 p.m.	Nogales High School-MP Room 401 South Nogales Street La Puente, CA 91744
<b>** Health Fair 3:00 p.m. - 5:00 p.m. on 9/26**</b>		
<u>Wednesday, September 27, 2017</u>	7:00 a.m. - 4:00 p.m.	District Office-Conf. Room 4 1830 South Nogales Street Rowland Heights, CA 91748
<u>Thursday, September 28, 2017</u>	7:00 a.m. - 4:00 p.m.	District Office-Conf. Room 4 1830 South Nogales Street Rowland Heights, CA 91748

**NO CHANGES ACCEPTED AFTER SEPTEMBER 28, 2017**

### HEALTH FAIR-September 26, 3:00pm to 5:00 pm at Nogales HS

Blue Shield, Kaiser, United Health Care, Health Net, American Fidelity, and our credit union representatives will be in attendance. Please come prepared to ask questions about plans and services to help with your selection.

### RUSD SECTION 125 FLEXIBLE BENEFITS PLAN (AMERICAN FIDELITY)

Representatives of American Fidelity will be present at all open enrollment sessions to take your un-reimbursed medical and dependent care pre-tax elections. **Please note that these deductions need to be renewed every year.**

### WORKERS' COMP. PRE-DESIGNATION

If you have previously pre-designated a personal physician in the event of a work injury, you will need to complete a new form (by Keenan), as the old one is no longer valid. Please complete this new form (attached) and submit to Human Resources by September 28, 2017.

Attachments: Employee Rates for CSEA/ARE/ARA/Conf/Supv  
Helpful Websites and Phone Numbers  
Workers' Comp Pre-Designation Form