



CITY OF CARSON
INTEROFFICE MEMORANDUM

TO: TO ALL ELIGIBLE PART-TIME EMPLOYEES
FROM: FAYE MOSELEY, DIRECTOR OF HUMAN RESOURCES AND RISK MANAGEMENT
SUBJECT: HEALTH INSURANCE – BENEFIT OPEN ENROLLMENT
DATE: SEPTEMBER 15, 2020

The open enrollment period for health insurance is scheduled to begin on *Monday, September 21, 2020* and will conclude on *Friday, October 16, 2020*. During this period, eligible part-time employees may make any necessary changes to add or delete dependent coverage, or switch from one medical plan to another. New this year, we will be introducing BASIC, the City's new Family Medical Leave Act (FMLA) and COBRA third party administrator. *The effective date of all open enrollment changes will be January 1, 2021*. Employees electing to continue with the same benefits are not required to complete new enrollment forms but will need to reconfirm dependents.

Due to the pandemic, we will be hosting a virtual Benefit Open Enrollment process which will include an online enrollment platform for selecting benefits via Employee Self Service, remote meetings between employees and Health Plan Representatives as well as benefit resources, informational sessions and other associated materials. All employee elections must be made via Employee Self Service, including a confirmation that you have no benefit changes for the upcoming year. If you have no changes, employees are not required to complete new enrollment forms however you will need to reconfirm the dependent information (s).

Key reminder:

Beginning September 15, you should log in to your [myCalPERS](#) account to explore your health plan options. myCalPERS allows you to access customized health information and has tools and resources to help you with your Open Enrollment decisions. If you would like to contact a CalPERS representative regarding any open enrollment questions you may have, you may do so at (888) 225-7377.

Additionally, please look out for additional information on how to review your current enrollments and make changes through Employee Self Service (ESS). To assist you in making any changes to your current health insurance enrollment, attached is the health insurance rate chart and the City's medical allowance for Calendar year 2021.

If you have any questions, please call Grisel Rodriguez, Human Resources Specialist, x1121 or Tracey Curry, Senior Human Resources Analyst, x1110.