



City of Seattle

Edward B. Murray, Mayor

Seattle Department of Human Resources

Susan L. Coskey, Director

September 28, 2015

Re: Make Your 2016 Benefits Changes by October 30

Dear Seattle Police Officers' Guild Member:

The City offers employees a variety of benefit plans for their personal needs. During Open Enrollment, you can update benefit choices to meet changing life situations. The City's Open Enrollment for 2016 benefits starts at 8:00 am on Monday, October 5 and ends 5:00 pm on Friday, October 30, 2015. You may:

- Enroll/Re-enroll in a Flexible Spending Account (FSA):** To have a Health Care or Dependent Care (day care) FSA in 2016, *you must re-enroll* during Open Enrollment. Detailed FSA plan information is at seattle.gov/personnel/benefits/optional/flexible.asp.
- Review Benefits:** Make benefit plan changes or add or drop dependents. If you add dependents, Aon Hewitt will contact you for documents to verify their eligibility.
- Update Beneficiaries:** Review your Life and AD&D insurance beneficiaries through Employee Self-Service.

If you *do not* want to enroll in FSAs for 2016, or make any benefits changes, **no action** is required.

See the back of this letter for online enrollment instructions and general information about plan changes. Employee health premium payments and additional information is available in the *Open Enrollment Highlights* document on PAN: seattle.gov/personnel/benefits/home.asp or InWeb: personnelweb/benefits/home.aspx.

To set up an FSA or make benefit changes for 2016, you must do so on Employee Self-Service by **5:00 pm on October 30**.

For your records, **print the "Summary of Open Enrollment Elections" you generate in Employee Self-Service** to compare with the annual benefits statement you'll receive in December. If you have questions about Open Enrollment, contact Kris Frerichs at (206) 615-1238.

Sincerely,

A handwritten signature in black ink, appearing to read "Renee Freiboth".

Renee Freiboth
Benefits Manager



Enrolling Online

Please **do not** wait until the last day to make your online changes!

From home via PAN...	go to www.seattle.gov	Click on "City Employee Resources" in the <i>NEED HELP?</i> section	After logging into Employee Self Service, choose "Open Enrollment" under <i>Benefits</i>
From a City computer ...	go to InWeb	Click on "Self-Service and Time Entry" under <i>Popular Links</i>	

Plan Change for All Employees Effective January 1, 2016

Health Care Flexible Spending Accounts

Maximum Contribution	Increase annual maximum contribution from \$2,500 to \$2,550.
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Plan Administrative Change for All Employees Effective September 17, 2015

Delta Dental of Washington/DDWA (Formerly Washington Dental Service/WDS)

Alternate Identification Number	Change identification number from social security number to randomly selected alternate identification number.
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Plan Name Change for All Employees Effective September 22, 2015

Health and Day Care Flexible Spending Accounts

Name Change	Change name from Flex-Plan Services to Navia Benefits Solutions.
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Plan Name Change for All Employees Effective December 1, 2015

Employee Assistance Program

Name Change	Change name from Horizon Health to Resources for Living.
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