



# City of Seattle

Edward B. Murray, Mayor

Seattle Department of Human Resources

Susan L. Coskey, Director

September 27, 2016

## Re: Make Your 2017 Benefits Changes by Friday, October 28

Dear Seattle Police Officers' Guild Member:

As part of the compensation package, the City is committed to offering employees comprehensive benefit choices that support your health and financial well-being.

Open Enrollment begins Monday, October 3 and ends at 5:00 pm on Friday, October 28, 2016. This is the time of year when you can re-evaluate your benefits needs and make changes to benefits selections or beneficiaries for 2017.

Most of your benefits will roll over to 2017 unless you make a change. Unless you want to make benefit changes or enroll in a Flexible Spending Account (FSA) for 2017, **no action** is required.

If you would like to make changes, you can use [Employee Self-Service](#) to:

- Enroll/re-enroll in an FSA.** To have a Health Care or Dependent Care (day care) FSA in 2017, you **must re-enroll** during open enrollment. For plan information, go to [seattle.gov/personnel/benefits/optional/flexible.asp](http://seattle.gov/personnel/benefits/optional/flexible.asp).
- Change your benefits.** Make different benefit plan choices, or add or drop dependents. If you add dependents, Aon Hewitt will contact you for documents to verify their eligibility.
- Update your beneficiaries.** Review your Life and AD&D insurance beneficiaries.

See the back of this letter for online enrollment instructions and general information about plan changes. Your 2017 health premium payment amount will not increase. See the *Open Enrollment Highlights* at [seattle.gov/personnel/benefits/home.asp](http://seattle.gov/personnel/benefits/home.asp) for additional details.

To set up an FSA or make benefit changes for 2017, you must do so by **5:00 pm on Friday, October 28** through [Employee Self-Service](#).

To document your 2017 benefit choices, please **print your "Summary of OE Elections"** in [Employee Self-Service](#) and compare with the 2017 benefits statement you'll receive in December. If you have Open Enrollment questions, please contact your department's benefits representative ([seattle.gov/personnel/benefits/library/rebs.asp](http://seattle.gov/personnel/benefits/library/rebs.asp)).

Sincerely,

Renee Freiboth  
Benefits Manager



# Enroll Online

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

<b><i>From home</i></b>	<a href="http://www.seattle.gov">www.seattle.gov</a>	Click on "City Employment" under <i>Services</i> and select "Access Seattle Employee Self-Service"	After logging into Employee Self-Service, choose "Open Enrollment" under <i>Benefits</i>
<b><i>From a City computer</i></b>	go to InWeb	Click on "Self-Service and Time Entry" under <i>Popular Links</i>	

## Plan Changes for All Employees

**Effective January 1, 2017**

### Group Term Life Insurance

<b>Basic Group Term Life Insurance</b>	Decreasing premium by 10% from \$0.10 to \$.09 per \$1,000 of benefit for basic plan
<b>Supplemental Life Insurance</b>	Decreasing premium by 10%. Age-graded rates per \$1,000 of benefit for additional life insurance and spouse/domestic partner coverage. Three coverage options for children.