



## City of Norwalk Annual Healthcare Open Enrollment Announcement and Premium Rates

**ANNUAL OPEN ENROLLMENT FOR HEALTHCARE BENEFITS ONLY**  
**SUNDAY, JUNE 6 THROUGH SUNDAY, JUNE 20, 2021**

**UNLESS YOU ARE MAKING CHANGES TO YOUR HEALTHCARE BENEFITS, NO ACTION IS REQUIRED ON YOUR PART.**

Here's what you need to know:

- This enrollment window is for **healthcare benefits only**
- You can enroll yourself and/or previously unenrolled eligible dependents for medical, dental and/or vision benefits only, subject to Human Resources receiving required documentation
- You can waive healthcare coverage for yourself and/or covered dependents
- You **CANNOT** enroll in the Flexible Spending Plan (FSA) at this time
- **If you are not enrolling nor making any changes to healthcare benefits, you don't need to do anything**
- There will be no annual enrollment for healthcare benefits again in 2021.

The per pay period premium table effective July 1, 2021 is below.

UNION	Contribution rates deducted from paycheck:			
	% Cost	Employee	Employee +1	Family
Elected/Ordinance/NASA	16%	\$79.94	\$170.20	\$211.56
Grant	16%	\$79.94	\$170.20	\$211.56
2405	16%	\$79.94	\$170.20	\$211.56
NMEA	16%	\$79.94	\$170.20	\$211.56
Police	16%	\$39.97	\$85.10	\$105.78
Fire	16%	\$39.97	\$85.10	\$105.78

*If you are making any of the following changes to your coverage status:*

- *Enrolling yourself*
- *Adding a spouse and/or dependent (copies of marriage license, birth certificates and social security cards must be submitted to Human Resources)*
- *Waiving/Opting out coverage*

Elections must be entered into the Employee Self-Service (ESS) enrollment website. If you are logging in to ESS for the first time, attached are the instructions from IT <https://norwalkct.munisselfservice.com/>. Once you have logged on, to enroll in or change your benefit election:

1. Click Employee Self Service Link
2. Select “Click here for Open Enrollment”
3. Select one of the following for each benefit option:
  - a. Decline benefit
  - b. Make New Election
4. Click Continue to process transaction and Confirm – **if you do not click Confirm, your elections will not be processed**

#### **Important Reminders:**

- **Deductibles** – Your annual deductible begins effective July 1, 2021
- **Health Enhancement Program (HEP)** – your wellness exams **must** be completed according to your age/gender category. For assistance with requirements, you can contact HEP member services at 877-687-1448 or email them at [HEPquestions@Connect2YourHealth.com](mailto:HEPquestions@Connect2YourHealth.com).
- **Divorce** – it is your responsibility to notify this office of a divorce. You will be responsible for health care expenses incurred by your former spouse should you neglect to do so.
- **Dependent Children** – covered dependent children may remain on your healthcare plan until the end of the calendar year in which they reach age 26.
- **Newborn Children** – it is your responsibility to notify this office regarding the addition of a newborn child to your healthcare plan. A copy of the child’s birth certificate and social security card must be provided to this office within 30 days of the date of birth.
- **Marriage** – to add a new spouse to your healthcare plan, a copy of your marriage license and your spouse’s social security card must be provided to this office within 30 days of your marriage.