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.

<table>
<thead>
<tr>
<th></th>
<th>Contribution rates deducted from paycheck:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>UNION</strong></td>
</tr>
<tr>
<td>Elected/Ordinance/NASA</td>
<td>16%</td>
</tr>
<tr>
<td>Grant</td>
<td>16%</td>
</tr>
<tr>
<td>2405</td>
<td>16%</td>
</tr>
<tr>
<td>NME A</td>
<td>16%</td>
</tr>
<tr>
<td>Police</td>
<td>16%</td>
</tr>
<tr>
<td>Fire</td>
<td>16%</td>
</tr>
</tbody>
</table>
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/](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.
- **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.