Annual Benefits Open Enrollment Period

Monday, November 4, through Friday, November 15

**HIGHLIGHTS FOR 2020:**

* REMOVED TELEMEDICINE COPAY
* 90-DAY RX FILL AT CVS

**DENTAL AND VISION TIER STRUCTURE UPDATE**

To elect your benefits for 2020, please review this notice, the enclosed 2020 Benefits Information update, and the 2020 Benefits Guidebook carefully and complete enrollment forms as follows:

- Medical, Dental, Vision – complete the “Benefit Enrollment & Changes Form” only if you need to change your current elections, OR if you are not currently enrolled, and are interested in enrolling.
- Medical Waiver - Employees waiving medical insurance must complete a “Medical Plan Waiver Form” each year in order to receive a waiver payment (benefit is paid as taxable income).
- FSA (Flexible Spending Accounts) – If you want to participate for 2020, you must complete the “Health/Dependent Care FSA 2020 Enrollment Form”.

Open enrollment meetings are scheduled for Friday, November 8, at 9:30 a.m., 11:00 a.m. and 1:30 p.m. in the Sadove Student Center Conference Room (112). A general review of the College’s benefit plans will be presented. If you have not already signed up, please do so by visiting [www.hamilton.edu/human-resources](http://www.hamilton.edu/human-resources) and click on “Benefits” and then on “Enrollment”, or by calling Samantha Campione, ext. 4042.

Please keep in mind that after November 15th, you may not change your insurance and/or FSA elections unless you have a qualifying event. Examples of qualifying events include a change in marital status, dependents, or employment status (for a complete list, see page 4 of the Benefits Guidebook). If one of these events occur, you must notify Human Resources, submit proof of the event, and complete applicable forms within 30 days of the event, or you will not be able to make the change until the next open enrollment period.

If you have any questions, or need assistance completing the forms, please contact Samantha Campione, ext. 4042, or Kim Hatzinger, ext. 4689.

**Completed forms must be returned to Human Resources by Friday, November 15! Thank you.**

Enclosures:
- [2020 Benefits Guidebook](#)
- [2020 Benefits Information](#)
- [Information to Access Plan Documents Electronically](#)
- [2020 Group Medical Insurance Rates](#)
- [2020 Dental/Vision Insurance Rates](#)
- [FSA Enrollment Form](#)
- [Benefit Enrollment & Changes Form](#)
- [Medical Plan Waiver Form](#)
- [Employee Contact Information Form](#)