

Annual Benefits Open Enrollment Period
Monday, November 1, through Friday, November 12



HIGHLIGHTS FOR 2022:
NO PLAN DESIGN CHANGES
CVS90 PROGRAM

To elect your benefits for 2022, please review this notice, the enclosed 2022 Benefits Information update, and the 2022 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 2022, you must complete the “Health/Dependent Care FSA 2022 Enrollment Form”.**

Open Enrollment meetings will be held virtually via zoom on Friday, November 5, at 9:30 a.m., 11:00 a.m. and 1:30 p.m. An email will be sent out in advance with the meeting information.

Please keep in mind that after November 12, 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 would like to complete any of the forms via DocuSign, please send a request to Samantha Campione at scampion@hamilton.edu. If you have any questions, please contact Samantha Campione (scampion@hamilton.edu), ext. 4042, or Kim Hatzinger (khatzing@hamilton.edu), ext. 4689.

Completed forms must be returned to Human Resources by Friday, November 12! Thank you.

Enclosures: 2022 Benefits Guidebook
 2022 Benefits Information
 Information to Access Plan Documents Electronically
 2022 Group Medical Insurance Rates
 2022 Dental/Vision Insurance Rates

FSA Enrollment Form
Benefit Enrollment & Changes Form
Medical Plan Waiver Form
CVS 90 Information