

**Annual Benefits Open Enrollment Period**  
**Monday, October 30, through Friday, November 10**

*UPDATES FOR 2024*

*Minor Changes to:*

- *Deductibles and Out-of-Pocket Maximums*
- *Rx Copay Structure*

To elect your benefits for 2024, please review this notice, the enclosed 2024 Benefits Information update, and the 2024 Benefits Guidebook carefully and view or change your enrollments by logging into your AleraGray profile as follows:

- Medical, Dental, Vision – **If you are making changes to current enrollments, OR if you are not currently enrolled and are interested in enrolling, you need to complete the open enrollment process.**
- Medical Opt Out – **If you opt out of medical insurance, you are required to complete the open enrollment process.**
- FSA (Flexible Spending Accounts) – **If you want to participate for 2024, you are required to complete the open enrollment process.**

Open enrollment meetings are scheduled for Friday, November 3, at 9:30 a.m., 11:00 a.m. and 1:30 p.m. in the Spencer House Great Room. A general review of the College's benefit plans and an overview of AleraGray 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. A pre-recorded presentation will be available on AleraGray.

Please keep in mind that after November 10, 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, please contact Samantha Campione ([scampion@hamilton.edu](mailto:scampion@hamilton.edu)), ext. 4042, or Kim Hatzinger ([khatzing@hamilton.edu](mailto:khatzing@hamilton.edu)), ext. 4689.

**Enrollments must be completed online by November 10! Thank you.**

Enclosures:      2024 Benefits Guidebook  
                         2024 Benefits Information  
                         AleraGray Enrollment Flyer  
                         2024 Group Medical Insurance Rates  
                         2024 Dental/Vision Insurance Rates