

Annual Benefits Open Enrollment Period
Monday, November 2, through Friday, November 13



HIGHLIGHTS FOR 2021:
NO RATE CHANGES
NO PLAN DESIGN CHANGES

To elect your benefits for 2021, please review this notice, the enclosed 2021 Benefits Information update, and the 2021 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 2021, you must complete the “Health/Dependent Care FSA 2021 Enrollment Form”.**

Open Enrollment meetings will be held virtually via zoom on Friday, November 6, 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 13, 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 electronically, please send a request to Samantha Campione at scampion@hamilton.edu. As a reminder, the Spencer House is currently only open to the campus community by special appointment. Paper forms should be sent through campus mail or dropped off in the lockbox on the front porch of the Spencer House. If you have any questions, please contact Samantha Campione at (scampion@hamilton.edu), ext. 4042, or Kim Hatzinger (khatzing@hamilton.edu), ext. 4689.

Completed forms must be returned to Human Resources by Friday, November 13! Thank you.

Enclosures:	2021 Benefits Guidebook	FSA Enrollment Form
	2021 Benefits Information	Benefit Enrollment & Changes Form
	Information to Access Plan Documents Electronically	Medical Plan Waiver Form
	2021 Group Medical Insurance Rates	CVS 90 Information
	2021 Dental/Vision Insurance Rates	

11/2/2020