

2016-2017 OPEN ENROLLMENT PART TIME EMPLOYEES

CITY OF STOCKTON EMPLOYEES
Please read carefully

Form Completion Required

You are receiving this information because part-time employees have the opportunity to enroll in the City's High Deductible Kaiser Plan during open enrollment. Part-time employees will be required to pay the full premium cost if they enroll. Whether you choose to enroll or not, the enclosed form **must** be returned to Human Resources no later than May 31, 2016. This is an IRS requirement under the Affordable Care Act (ACA).

This notice serves as an overview of the Open Enrollment materials for Fiscal Year 2016/2017; available online at:

www.stocktongov.com > Human Resources > Open Enrollment – Part Time

This notice also provides you with information regarding federal and state requirements/laws affecting healthcare.

The **Open Enrollment period will be Monday, April 18 through Tuesday May 31, 2016, for an effective date of July 1, 2016** (for payroll deduction purposes, changes will be reflected on the July 22, 2016, paycheck).

Due to requirements under Healthcare Reform, ALL employees must complete the Medical Insurance Enrollment/Change Form during open enrollment, even if you do not enroll in a medical plan.

The Part-Time Medical Insurance Enrollment/Change Form (enclosed) will acknowledge that you and your dependents were offered the opportunity to enroll in an employer-sponsored medical plan. It also authorizes the premium cost to be automatically deducted from your pay check on a pre-tax basis, if you enroll. **Lack of an enrollment election form on file could result in penalties assessed to the City and tax consequences to you personally, so it is mandatory that the form be submitted in a timely manner.**

Please ensure the Part-Time Medical Insurance Enrollment/Change Form (plus Kaiser Form, if you enroll) is completed and returned to Human Resources no later than May 31, 2016.

All forms and Open Enrollment material are available on the City's external website: www.stocktongov.com > Human Resources > Open Enrollment – Part Time. You may submit documents by interoffice mail, hand delivery to Human Resources, fax to (209) 937-5702, or by scan and email to alexis.gonzales@stocktonca.gov.

The Stockton City Council adopted the annual health actuarial report for fiscal year 2016/2017, which lists the Kaiser premium rates, at their April 12, 2016 meeting. These rates go into effect July 1, 2016.



REQUIRED FROM ALL PART-TIME EMPLOYEES:

- Completed Part-Time Enrollment/Change Form

IMPORTANT DOCUMENTS

- Marriage Certificate (if adding spouse)
- Birth Certificate (if adding any children)
- Full Time Student Status verification (for any dependents 19 and older for dental and vision benefits)

IMPORTANT DATES

- April 18, 2016 First day of Open Enrollment begins
- May 31, 2016 Last day of Open Enrollment
- July 1, 2016 Open Enrollment changes become effective
- July 22, 2016 First paycheck with new employee contribution rates deducted

Open Enrollment Information Meetings

HR staff will be conducting Open Enrollment Information Meetings to guide you in completing the enrollment form, plus provide information on new IRS requirements. In addition, a representative from Sutter Health Plus and Kaiser will be giving an overview of each new medical plan option. Please sign up via CityLink Training Courses for one of the following sessions in the HR Training Room 166:

April 25: 9am-10:30am	May 4: 9am-10:30am
April 25: 2pm-3:30pm	May 4: 2pm-3:30pm
April 27: 9am-10:30am	May 19: 9am-10:30am
April 27: 2pm-3:30pm	May 19: 2pm-3:30pm

Part-Time Medical Rates

The health plan listed below is offered to part-time employees at the full cost of the premium. The City of Stockton does not contribute to the cost of the medical plan for part-time employees. Dental and vision benefits are not available to part-time employees.

For access to the Kaiser enrollment form and plan summary, access the external website at:

	Medical Premium
Employee Only	\$631.45
Employee + 1	\$1,136.60
Employee + Family	\$1,515.46
Required Forms: <ul style="list-style-type: none"> • Part-Time Medical Insurance Enrollment/Change Form (required if enrolling or not enrolling) • Kaiser Enrollment Form (required only if enrolling) 	

www.stocktongov.com › **Human Resources › Open Enrollment – Part Time.**

If you have any questions or need assistance accessing any of the online documents, please contact Human Resources at (209) 937-8233.

Enclosure: Part-Time Medical Insurance Enrollment/Change Form