

Open Enrollment 2010

November 2, 2009–December 2, 2009

To all staff and faculty,

Open enrollment for the 2010 plan year begins November 2, 2009 and ends December 2, 2009.

Changes made during this period become effective January 1, 2010.

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You will receive a 2010 benefit highlights flyer in the mail, which outlines plan summaries, rates, and enrollment information. Please review it to determine any changes you need to make.

Be sure to check your e-mail for periodic announcements during the enrollment period.

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Please Note:

1. Submit an enrollment/change form only if you are making changes to your current election.
2. Forms must be submitted to Human Resources (Room 516) by 5:00 PM on December 2, 2009. *Forms received after this time will NOT be accepted.*
3. Flexible spending participants will need to re-enroll for 2010.

Please contact Human Resources at x56468 or x56511 with any questions or concerns.

Benefits Fair

Date: Friday, November 13

Location: Rooms 511A & 511B

Time: 10:00 AM—2:00 PM

Snacks and beverages will be provided

Vendors include:

Blue Cross, Kaiser, VSP, PayFlex, TIAA-CREF, Pacific Heights Health Club, St. Francis Occupational Health, Standard Life Insurance, and more!