



INTEROFFICE MEMORANDUM

Date: November 14, 2011

To: VILLAGE EMPLOYEES, PARTNER AGENCIES EMPLOYEES, RETIREES & COBRA PARTICIPANTS

From: Frank Spataro, Human Resources Director

Copy To: Thomas Barwin, Village Manager; and Craig Lesner, Chief Financial Officer

Subject: 2012 Open Enrollment for Insurance Coverage

Please read the following information promptly and carefully as it affects your Village benefit elections for plan year 2012. **There are annual enrollment forms for certain benefits listed in this memo marked by an asterisk (*) that must be completed even if you are not making any changes.**

Open Enrollment Meetings will be held on **Tuesday, November 29** and **Wednesday, November 30** at the following times and locations:

1. November 29; Public Works Center; 7:30 am to 9:30 am; **Public Works employees only.**
2. November 29; Oak Park Library (Veteran's Room), 834 Lake Street, Oak Park; 12:00 – 2:00; Library employees and retirees.
3. November 30, Oak Park Village Hall Council Chambers; 9:30 am – 11:30 am; All employees (Village and Partner Agencies) and retirees.
4. November 30, Oak Park Village Hall Council Chambers; 1:00 pm – 3:00 pm; All employees (Village and Partner Agencies) and retirees.
5. November 30, Oak Park Village Hall, Room 101; 5:00 pm – 7:00 pm; **Police Department employees only.**

Representatives from the Insurance programs and/or the Human Resources Department will be present at the meetings to provide an overview of the benefit offerings and answer questions. With the exception of the November 29 session at Public Works and the November 30 session for the Police Department, retirees may attend any session.

Additional information will be distributed at the meetings and also posted on the Village's Intranet site and on the Village's public internet site. All open enrollment documents may be found in the INSURANCE/2012 Open Enrollment Documents folder at: <http://www.oakpark.us/HumanResources/EmployeeRetireeBenefits.html>

I am pleased to inform you that the Village has been able to limit the increase in health insurance premiums that cover the expense of claims for medical services and prescription drugs to 5.0% for 2012. This increase is substantially lower than the general health insurance increases forecasted by insurance analysts for 2012. All co-pays will remain at their 2011 levels. Changes in coverage will become effective January 1, 2012 for all program participants. Payroll deductions for Village employees will be made on the second payroll of December.

1. Medical Insurance -Blue Cross Blue Shield of Illinois (HMO and PPO)

The Village will continue offering two PPO and two HMO plans with Blue Cross Blue Shield of Illinois (BCBSIL). The rate schedule for the Blue Cross/Blue Shield Plans and coverage are attached to this memo.

2. Prescription coverage- Catalyst

The prescription drug program formerly managed by Walgreen Health Initiatives is now being managed by Catalyst. This change has no bearing on the prescription drug plan or your ability to continue using Walgreens and other pharmacies of your choosing for prescription needs. Co-pays for each 30 day retail prescription will remain in 2012 at \$10 for Generic, \$25 for Formulary and \$40 for Non-Formulary. Advantage 90 and mail order prescription co-pays will be two times the retail amount for a three-month supply. **As a reminder, while the prescription plan is administered by Catalyst, participants in the plan may obtain prescriptions from any pharmacy when using the prescription benefit.**

3. Dental Insurance –Delta Dental

The Village will continue offering two PPO dental plans with Delta Dental. The rate schedule for the Delta Dental Plans and coverage are attached to this memo.

4. Health Insurance Buy-Out Program

The Village will continue to offer the Health Insurance buy out program to those qualified employees and/or spouses or domestic partners who have other coverage available to them and choose to waive coverage under the Village's medical plan. Employees wishing to participate may be eligible to receive up to \$2,400 annually as outlined in the application.

- * Employees wishing to participate in the health insurance buy-out, whether for the first time or to continue participation must complete the Optional 2012 Health Insurance Buy-Out Program enrollment form.

5. Life Insurance-Dearborn National

The Village will continue providing basic group term life and accidental death and dismemberment insurance to all eligible employees at no cost to you through Dearborn National. The amount of basic term life coverage for most Village employees is \$25,000 and accidental death and dismemberment coverage for the same amount of coverage as the basic term life.

Eligible Employees also have the ability to purchase optional term life insurance and personal accidental death and dismemberment (AD&D) insurance through Dearborn National. Information about the coverage, rates and application process will be on the website and at the meetings.

- * Employees who wish to increase the amount of supplemental coverage or change beneficiaries must complete the required Dearborn National form.

6. Section 125 Cafeteria Plan (Flexible Spending Account or FSA)

This program allows employees to set aside pre-tax dollars to pay for healthcare premiums, unreimbursed healthcare expenses (medical, dental, and vision), eligible dependent care expenses and qualified commuter transportation expenses

- * Employees who wish to participate in the S125 Plan to pay for healthcare premiums, unreimbursed healthcare expenses (medical, dental, and vision), eligible dependent care expenses using pre-tax dollars must complete the S125 Enrollment Form from Allied Benefits.

- * Employees who wish to participate in the S125 Plan to pay for qualified commuter transportation expenses must complete the Village S125 Election Form and Compensation Reduction Agreement for Public Transit Pre-Tax Benefit Plan.

Open Enrollment is the only time of the year you may make changes to your insurance plans unless a life qualifying event is experienced. All required forms described above **must be returned to Jackie Jamison by 12:00 noon on Friday December 9, 2011.** Due to the amount of processing time needed to implement requested changes, we will not be able to accept late submissions.