



To: All Active Employees

RE: Employee Benefit Open Enrollment Period & Changes

St. Martin Parish School Board's 2019 Open Enrollment period will be held May 6, 2019 – May 28, 2019. During this time employees are encouraged to carefully review the enrollment options to ensure that your insurance selections meet your needs and your budget. At the close of open enrollment on May 28th, these elections will be fixed for 1 year (July 1, 2019 to June 30, 2020) unless you have a qualifying event as defined by federal law.

We are pleased to announce that there will be no premium increase to the Medical, Disability, Long Term Care or Worksites plans. Employees participating in the dental and vision plan will experience a slight rate increase. All individuals wishing to continue participation in the Flexible Spending Account for the 2019 – 2020 plan year must submit a new election form available through our online benefit enrollment tool. If you currently have a Flex Spending Card, you'll simply keep using the same Card for the new plan year. Your new 2019-2020 election amount will be available for you to use beginning July 1, 2019. If this is your first time enrolling in the Flex Spending Plan, a card will be mailed to your house in the month of June.

Effective 7/1/2019 Women's and Children's Hospital will now be known as Our Lady of Lourdes Women's and Children's Hospital. Due to the recent acquisition, Women's and Children's Hospital will revert back to a Tier 2 Facility.

With health care cost rising, we will continue to add a \$75 monthly spousal surcharge to your premium if you have elected coverage for your spouse and your spouse is eligible for coverage through his/her employer but elects not to enroll. If your spouse is not eligible for coverage as an employee, the spousal coverage surcharge is waived. If you and your spouse work for the school board a surcharge will not be charged. Please note that St. Martin Parish School Board will be conducting a dependent and spousal surcharge audit this year. Any discrepancy found will result in action retroactive to July 1, 2019.

Open Enrollment Tool

We will continue to use our online benefit enrollment tool to enroll in all benefits for you and your dependents. The website is active during the Open Enrollment period each year. The website will also be open for an employee who experiences a qualifying event, links will be provided to the appropriate enrollment/change form.

Once you have made your final decisions about your benefits for 2019, you can log in to the online enrollment system and make your elections. Even if you do not want to enroll in any of the benefits, **you must log in** and decline the coverages offered to you. **You MUST take action by May 28, 2019.**

Website: <https://enroll.benefitsconnect.net/smpsb>

Username: the first 6 letters of your last name (or your entire last name if six letters or less), the first letter of your first name, followed by the last 4 of your SSN (social security number).

Example: John Johnson, xxx-xx-1234

Username would be johnsoj1234

Password: the first time you log in, the password will be your SSN (no spaces or dashes). You will be given the opportunity to change your password after you log in the first time.



If you have problems logging in, questions, or retiring, please reach out to our Employee Benefits Helpline at 1-844-656-1462 or Tammie Graham with Gallagher Benefit Services at 225-906-1227 or email tammie_graham@ajg.com.

A complete Employee Benefits Booklet containing all benefit summaries, rates, and enrollment forms will be made available on the St Martin Parish School Board website beginning on May 1, 2019. Employees may request a paper copy of all materials, free of charge through their School Secretary or from the School Board Office directly.

In addition, enrollment and educational sessions will be conducted for employees that have questions or that wish to make coverage changes. Sessions will be held from May 6, 2018 – May 28, 2019 at various locations. A complete schedule of these sessions is provided below.

		May 1	May 2	May 3
May 6 ELC/JCEP 8:00 – 11:00 St. Martinville Jr High 1:00 – 4:00	May 7 Breaux Bridge Jr High 8:00 – 11:00 Parks Middle 1:00 - 400	May 8 Breaux Bridge Elem 8:00 – 11:00 Breaux Bridge Primary 1:00 – 4:00	May 9 Cecilia Primary 8:00 – 11:30 Teche Elem 1:00 - 400	May 10
May 13 St. Martinville Primary 8:00 – 11:30	May 14 Catahoula Elem 8:00 – 11:00 Breaux Bridge Sr High 12:30 – 4:00	May 15 Stephensville Elem School 9:30 – 11:30 Cecilia High 1:00 – 4:00	May 16 St. Martinville Sr High 8:00 – 11:30 Parks Primary 1:00 – 4:00	May 17 Bus Drivers/ Maintenance/ College CC 8:30 – 12:00 Cecilia Jr High 1:30 - 4:00
May 20	May 21	May 22	May 23 DOA* 9:00 – 4:30	May 24
May 27	May 28 DOA* 9:00 – 4:30 Open Enrollment Ends	May 29	May 30	May 31

***DOA - Special Services, Bus Drivers, Maintenance, Administration, Make-Up**