

## 2022-2023 SCHOOL YEAR OPEN ENROLLMENT

May 2—May 16, 2022

Human Resources has been hard at work getting ready for the 2022-2023 Open Enrollment period. Information pertaining to open enrollment can be found on the [HR Department website](#). Links on the left hand side will direct you to available coverage options, rates, as well as Frequently Asked Questions and much more. You can also find these important links on the back page of this newsletter.

**All employees** are required to participate in Open Enrollment. If you do not carry our benefits, you need to go through the online enrollment process to select waiving benefits. Employees who waive benefits also need to complete a [waiver form](#) for your file.

**All employees** must access the [Employee Access Center \(EAC\)](#) to complete open enrollment. This can be done through your [PSD Key](#) log in. You may find the link to the EAC in the Professional Resources folder. If you have not visited the EAC in a while, you may want to do so soon to be sure you have the correct log in credentials. The Open Enrollment window opens May 2<sup>nd</sup>.



If employees miss the open enrollment period, employees will only be able to update coverage with a qualifying event or a change in situation that would make you eligible for a Special Enrollment Period — like getting married, having a baby, or losing health coverage. A qualifying event is the

### OPEN ENROLLMENT UPDATES!

- Trouble logging in to the EAC: send a help desk ticket by clicking this link: [helpdesk@pennridge.org](mailto:helpdesk@pennridge.org)
- Health Care FSA has increased to a maximum savings contribution of \$2,850 per plan year
- Dependent Care FSA's maximum savings contribution remains at \$5,000 per plan year
- Check your [CBA/Contract](#) or the [2022-2023 premiums page](#) for the employee contribution to premiums
- All Coverages and Vendor pages are accessible from the [HR Department Healthcare Webpage](#)



### OPEN ENROLLMENT CONTACT:

[OpenEnrollment@pennridge.org](mailto:OpenEnrollment@pennridge.org)

Throughout the open enrollment process, HR will be responding to emails in the order in which they are received. The easiest most effective way for you to have your issues resolved is to email the open enrollment mailbox (address above). Thank you for helping us make Open Enrollment a smooth process.

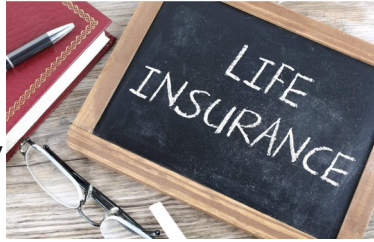
### EAC LOG IN ISSUES:

[helpdesk@pennridge.org](mailto:helpdesk@pennridge.org)  
HR does not have access to employee log in information. If you have trouble logging in to the EAC to complete open enrollment, please use the email listed above for the help desk.



## LIFE INSURANCE

- The district offers most of its employees life insurance coverage.
- Depending on the details in your collective bargaining agreement/contract, life insurance may be at no cost to you.
- Did you also know that we keep a beneficiary form in your personnel file?
- A beneficiary can be a person, charity, business or trust. If the beneficiary is a person, they can be a relative, child, spouse, friend or anyone else you happen to know.
- The beneficiary form informs our life insurance carrier who you have designated to receive those funds in the event a claim is submitted on your behalf. **During open enrollment you can update these beneficiaries.**
- You can also update these beneficiaries at any time outside of open enrollment. The form is linked below, on the Human Resources website, and available through the open enrollment process.



This year human resources has been working with one of our vendors to set up electronic personnel records. Moving forward, employees will be asked to submit certain forms via TalentEd/Records. More information on this process will be forthcoming!

Know anyone looking to work with and/or around students? Human Resources is organizing a **Pop-Up Job Fair** to be held at the high school. Teaching Assistants, Personal Care Assistants, Bus Drivers, Bus Aides, Lunchroom Monitors, Cafeteria Workers, Substitute Custodians—let your friends and family know information will be posted on the district website as soon as it is finalized.

## IMPORTANT LINKS FOR OPEN ENROLLMENT:

### CONTRACTS & AGREEMENTS:

- [ACT 93 Agreement](#)
- [PEA - Collective Bargaining Agreement](#)
- [PESPA Collective Bargaining Agreement](#)
- [Non-Contracted Employee Benefits & Compensation Plan](#)
- [Nutritional Services Agreement](#)

[Benefits Home](#)

[2022-2023 RATES](#)

#### Blue Cross/Blue Shield

- [Personal Choice Medical Plan Coverage](#)

#### CVS/Caremark

- [NON-PESPA - CVS/Caremark Prescription Coverage](#)
- [PESPA ONLY - CVS/Caremark Prescription Coverage](#)
- [Creditable Coverage Notice](#)

#### Vision Benefits of America Plan # 2469

- [Enrollment Form](#)

#### Delta Dental - Plan # 10034

- [Dental Coverage - Employees](#)
- [Dental Coverage - Dependents](#)
- [Enrollment Form](#)

### LIFE INSURANCE:

ACT 93:

[Summary](#) [Beneficiary Designation Form](#) [Policy](#)

PESPA/PEA/MISC 50K:

[Summary](#) [Beneficiary Designation Form](#) [Policy](#)

PEA 60K:

[Summary](#) [Beneficiary Designation Form](#) [Policy](#)

[Waiver of Coverage Form](#)

### Flexible Spending - Health Equity

- [Health Care Coverage](#)
- [Dependent Care Coverage](#)
- [Health Equity - Mobile App](#)
- [Eligible Health Care Expenses](#)
- [Eligible Dependent Care Expenses](#)

- [Enrollment Form](#) PESPA/AC93/MISC (26 Pays)
- [Enrollment Form](#) PEA (22 pays)
- [Enrollment Form](#) PESPA (20 pays)

### Madison National Life - Long Term Disability Coverage

- [PEA/MISC Certificate of Coverage](#)
- [Enrollment Form - PEA/MSC](#)

- [PESPA Certificate of Coverage](#)
- [Enrollment Form - PESPA](#)

Certificates of Coverage for Act 93 & Transportation

- [Option 1](#) - 14 Day Buy Down
- [Option 2](#) - 30 Day Buy Down
- [Option 3](#) - 60 Day Buy Down
- [Option 4](#) - 90 Day Buy Down
- [Option 5](#) - 180 Day Buy Down
- [Option 6](#) - 30 Day Buy Down 50% Benefit

TRANSPORTATION

[Enrollment Form - Transportation](#)

ACT 93

[Enrollment Form - ACT 93](#)