

OPEN ENROLLMENT TIMELINE FOR FY14

DATE	ACTION
10/18/2012	Discuss plan design ideas/recommendations with benefits vendors.
11/08/2012	Finalize benefit plan changes and premium recommendations.
11/14/2012	Present benefit plan changes and premium recommendations to the Board of Trustees for review.
11/21/2012	Obtain support from the Board of Trustees to forward benefit plan changes and premium recommendations to the Board of Supervisors for review.
12/12/2012	Obtain approval from the Board of Supervisors for benefit plan changes and premium recommendations for FY14.
01/11/2013	Notify vendors of finalized benefit plan changes for FY14.
01/16/2013	Meet with ADP to kick off Open Enrollment plans.
02/01/2013	Develop Open Enrollment communication strategy and implement plans beginning in February through July 2013.
02/25/2013 to 03/29/2013	Conduct 5-week biometric screening worksite campaign.
04/08/2013 to 04/19/2013	Conduct 2-week Open Enrollment period for COBRA participants.
04/04/2013	Mail Open Enrollment Worksheets to Active employees; letters to Retirees.
04/15/2013 to 05/10/2013	Conduct 4-week Passive Open Enrollment for Actives.
05/20/2013	Mail out Confirmation Statements.
06/05/2013	Transmit Open Enrollment / Card files to carriers.
06/24/2013	Receive final Payroll Deduction file for current year from ADP.
06/25/2013	Roll over to new Plan Year in ADP System.
06/28/2013	Receive first Payroll Deduction file for new Plan Year from ADP.
07/05/2013 to 08/15/2013	Complete Dependent Verification Process.