

OPEN ENROLLMENT

2013-2014
Active Employees

Open Enrollment is **May 16 – 31, 2013**. Most elections take effect July 1, 2013. **Enroll wisely!** This is the one time during the year you may choose insurance that meets your needs. No changes are allowed outside Open Enrollment unless you have a qualifying life event and follow the procedures and deadlines outlined in the Insurance Handbook posted at www.tucsonaz.gov/enroll.

Do I Need to Do Anything?

Even if you are not making changes, we encourage you to log into the online enrollment system to review your coverage with your eligible family members. Remember ~ decisions you make now will generally be in effect for an entire year. This is also a good opportunity to review your life insurance beneficiary and to make any needed changes.

Instructions for logging into the system are at the end of this newsletter. Once you are at your Benefits Home Page, scroll down and click on "Confirmation Statements" to review coverage that will take effect July 1st. If you need to make changes, click on the "Annual Enrollment" link and follow the prompts until you reach a "Thank You" screen. Once you are done, review your Confirmation Statement again to make sure it reflects the plans and options that meet your needs.

HMO REMINDER

You and your covered dependents **must live inside the HMO service area (generally in Arizona) in order to have coverage** under the City of Tucson medical and dental HMO plans. If you have a covered family member who lives outside of AZ, please contact the City's dedicated CIGNA representative at 520-837-4180 to understand if full coverage for that family member will be available under the HMO plans. Be sure to ask about "Guesting", a CIGNA program which may provide full medical coverage during temporary absences. Guesting is not available in all areas, or for the dental HMO plan.

If you have a dependent who lives outside of AZ, you may need to enroll in the non-HMO plans in order to have full coverage.

DUAL COVERAGE IS NOT ALLOWED!

If you are married to/in a domestic partnership with – or the child/parent of – another City of Tucson employee or retiree, dual coverage is not allowed. You may each enroll independently or together (not both), and you must choose who covers each eligible child. Also, you may not cover another City of Tucson employee/retiree for spouse or dependent life insurance.

It is your responsibility to comply with these rules. Failure to do so may result in you paying premium for benefits which are not payable at the time of a claim. Contact the Benefits Office to correct any dual enrollment situations.

See the Insurance Handbook at www.tucsonaz.gov/enroll for more details.

Here are some important reminders:

- **Remember to add your child to dental and/or vision** during Open Enrollment! When a baby is born, you may choose to add him or her only to medical and dependent life insurance. If you want to cover your child for dental or vision, you must add the coverage during Open Enrollment.
- **If you will be retiring in the next few years:** Please review your plans carefully.
 - In general, retirees may not add dental or vision insurance for themselves or dependents, so you will need to make sure you have the coverage in place by the time you retire.
 - **You may not change insurance plans when you retire**, unless you experience a qualifying life event (like moving out of the HMO service area or getting married); retirement itself does not qualify you to switch plans in the middle of the Plan Year. You may change plans during Open Enrollment each year, with changes taking effect July 1.
- **If you are enrolled in the HSA Medical Plan, the City stops contributing money to your HSA fund upon retirement.** The deductible and other cost-sharing under the HSA medical plan remain unchanged, but the City will no longer provide you with money toward out-of-pocket costs. You might want to consider switching to the HMO or HRA plan this Open Enrollment if you plan to retire before June 30, 2014.
- **The HSA medical plan is not considered Creditable Coverage for Medicare drug plans.** Because City coverage ends for retirees age 65+ and for Medicare-eligible dependents of retirees of any age, please keep this in mind when choosing your medical plan. You may pay a higher cost for Medicare drug coverage if you don't have Creditable Coverage. Questions? Call Medicare at 1-800-MEDICARE (1-800-633-4227) or see the Non-Creditable Coverage Notice at www.tucsonaz.gov/enroll.
- **HSA:** If you are making a personal contribution to your HSA (Health Savings Account), you **MUST RE-ENROLL** to continue contributing.
- **Colonial:** If you would like to enroll or make changes to your Colonial voluntary insurance, you must meet with a Colonial representative in person. Meeting dates and times will be posted on the Open Enrollment page at www.tucsonaz.gov/enroll.
- **Life & Long Term Disability (LTD) Coverage Changes:** To request an increase from the LTD Basic to Buy-Up coverage or to add/increase life insurance coverage, you must:
 1. Make your request for increased coverage through the online enrollment system **AND**
 2. Complete the insurance carrier's application: The insurance carrier will contact you a few weeks after Open Enrollment with instructions. You will need to provide medical information and may be required to have lab tests or examinations. The carrier will notify you of their decision. Any increase to coverage and premium will take effect once the insurance carrier approves your request for the increased coverage.

Medical Survey

Last fall, we launched an online survey asking City of Tucson medical participants what matters most. Nearly 1000 people responded. An overwhelming 71% chose, "Maintain Coverage - Don't cut anything that's covered, and don't increase what I have to pay at the doctor's office, clinic, pharmacy or hospital." 15% replied, "Contain Costs - Take as little money out of my paycheck as possible."

This year, through a successful bid and negotiation process, the City is able to offer both: Employees will pay less for payroll-deducted medical premiums, **and** the same CIGNA plans currently offered will remain in place with a few new extras added in to comply with health care reform laws, including 100% coverage of female contraceptives and sterilization, and breast-feeding support and supplies.

Summary of Benefits and Coverage (SBC)

As required by new federal law, if you are eligible for medical insurance coverage, we have enclosed a Summary of Benefits and Coverage (SBC) for each medical option. This will allow you to compare plans in a standard format. Each SBC contains concise medical plan information, in plain language, about benefits and coverage, including what is covered, what you need to pay for various benefits, what is not covered and where to go for more information or to get answers to questions. You are also able to view the medical SBCs plus additional plan information (including information about your non-medical insurance options) at www.tucsonaz.gov/enroll. SBCs are available free of charge by contacting the Benefits Office at 520-791-4597.

Medical Preventive Reminder

When you see the doctor for your annual wellness visit, if you also need treatment for a health condition, the provider has the right to bill your visit as **diagnostic** and **not preventive**, and you will be responsible for the office visit charges.

For a list of covered preventive services, visit the Medical page at www.tucsonaz.gov/enroll.

How Do I Know Which Medical Plan is Right For Me?

Starting May 1st, log on to myCIGNAplans.com to compare plan options and costs (username: CityofTucson2013; password: cigna)

- Online tools allow you to input information about your medical expenses and compare costs
- Rates displayed are ACTIVE EMPLOYEE rates and do not apply to retirees or COBRA participants
- Alternatively, call the pre-enrollment hotline at 1-800-401-4041 to speak with a CIGNA representative

Enhanced On-Site CIGNA Support

Many departments have been taking advantage of the opportunity to host employee sessions with our dedicated on-site CIGNA representative – your go-to person for medical and dental claims and coverage questions. Starting July 1st, our dedicated representative will also begin working on a new City wellness program. We look forward to sharing program information with you during the upcoming months.

We encourage you to reach out to our dedicated CIGNA representative for any CIGNA support you may need: 520-837-4180 or cigna@tucsonaz.gov.

Employee Assistance Program (EAP)

Just when you think you have it figured out, along comes a challenge. Whether those challenges are big or small, your Employee Assistance & Work/Life Support Program is available to help you and your family find a solution and restore your peace of mind.

Effective July 1st, CIGNA will provide the City's EAP, which will pave the way for an easy transition from EAP visits to services provided under the medical mental health benefit. For more information, please visit www.tucsonaz.gov/enroll.

How Are My Insurance Premiums Decided?

Your health, life and disability premiums are determined much the same way that car insurance premiums are decided. The insurance carriers look at the following factors:

- Age
- Gender
- Where you Live
- Past Claims
- Risk Factors (Body Mass Index, blood pressure, cholesterol)

How Can I Help Lower Costs?

Just as you can lower what you pay to insure your car by making certain lifestyle choices, the choices you make can also affect what we all pay for medical, dental, life and disability premiums:

- If you drive the speed limit, follow traffic rules, don't drive under the influence and practice **preventive** measures (such as wearing a seatbelt and driving safely and defensively), you generally pay less to insure your car
- If you eat healthy foods, exercise, don't smoke, limit alcohol use, maintain a healthy Body Mass Index (BMI), control your cholesterol, lower your stress, get enough sleep, and practice **preventive** measures (such as getting your annual checkup, recommended screenings and teeth cleaned twice each year), you and your peers will generally pay less for your City insurance

Planning Ahead

Our current life insurance plan allows eligible participants to continue coverage after leaving City employment. This is known as "portability".

HOWEVER... Rates for portability life insurance coverage are high – currently 76% more than what you pay as an active employee – and although the City has negotiated lower portability rates than what would normally be offered by the insurance carrier, there's a trade-off: **Coverage doesn't last forever**. It will end when the City changes to a new life insurance carrier.

If you are thinking about leaving City employment, we recommend that you explore your options regarding life insurance. You will often pay less for a longer-lasting policy by acquiring a non-City policy.

How Do I Enroll or Make Changes?

Your password has been reset to your 8-character date of birth. For security purposes, you are required to change it when you log in.

- Access the online system link via www.tucsonaz.gov/enroll (you must use Internet Explorer and a PC)
 - **User ID:** City of Tucson employee number
 - **Password:** Date of Birth (mmddyyyy – no dashes, slashes or spaces between numbers)

NO NEW ID CARDS!
You will receive new cards only if you are changing plans. Please continue using your current cards.

How Can I Learn More or Get Help Enrolling?

Visit www.tucsonaz.gov/enroll or come to an **Open Enrollment fair** (spouses welcome). Vendors will be available on-site to answer your questions, and staff and computers will be available to help you enroll.

Dates: Tuesday, May 21, 2013 and Wednesday, May 29, 2013
Time: 8:30 AM – 4:00 PM
Place: Pima Community College Downtown
Address: 1255 North Stone Ave. Tucson, AZ 85709
Directions: Located east of I-10 on North Stone Avenue between Drachman and Speedway (NW corner of Stone and Speedway)
Room: AH140

IMPORTANT!

You Will Be Required to Have Medical Insurance in 2014!

As you may know, part of the Health Reform law requires that individuals have medical insurance coverage or pay a tax penalty starting in 2014. Regulations include the creation of an Exchange or *Health Insurance Marketplace* where individuals and small employers can go to compare medical insurance plans and then purchase health insurance coverage if desired. The *Health Insurance Marketplace* is currently scheduled to be available in January, 2014.

Please understand that the current Open Enrollment period is your **only opportunity to elect or drop coverage for the entire 2013-2014 plan year**. Even if you enroll in coverage through the Health Insurance Marketplace, you may not drop City coverage in the middle of the plan year. Likewise, you are not able to join City insurance in the middle of the plan year in order to fulfill your requirement for having health insurance. For a list of events that would allow you to make a change in the middle of the plan year, please visit the Insurance Handbook at www.tucsonaz.gov/enroll.

Free Stuff!

As a CIGNA member, you can get a lot of services for **FREE**:

- Lose weight
- Manage stress
- Stop smoking
- Take control of your health!
- Earn \$150 if you're expecting a baby
- Have a medical question?

Call the 24-hour CIGNA Nurse Line at 1-800-244-6224

Save Money!

- Visit CVS and Walgreens medical clinics instead of urgent care or the ER
- Order prescription drugs by mail and get three months for the price of two
- Get discounts on gym membership, eyeglasses, hearing aids, acupuncture, massage therapy and more!

Visit the Medical page at www.tucsonaz.gov/enroll to learn more.

City of Tucson Benefits Office, 255 W. Alameda, 5th Floor, P.O. Box 27210, Tucson, AZ 85726-7210
520-791-4597 · benefitquestions@tucsonaz.gov

If you would like to visit us in person, please make an appointment.

City of Tucson 2013-2014 Employee Premiums

Medical Rates (Biweekly)									
Annual Salary	Less than \$60,000			\$60,000 - \$100,000			More than \$100,000		
Hourly Rate:									
Regular (2080 hr/yr)	\$0 - \$28.85			\$28.86 - \$48.08			\$48.09 & up		
Suppression Fire (2912 hr/yr)	\$0 - \$20.61			\$20.62 - \$34.34			\$34.35 & up		
CIGNA HMO									
	Employee	City	Total	Employee	City	Total	Employee	City	Total
Employee Only	\$27.75	\$175.81	\$203.56	\$31.00	\$172.56	\$203.56	\$34.15	\$169.41	\$203.56
Employee & Spouse or DP	\$84.50	\$342.97	\$427.47	\$94.00	\$333.47	\$427.47	\$103.50	\$323.97	\$427.47
Employee & Child(ren)	\$60.25	\$322.87	\$383.12	\$67.00	\$316.12	\$383.12	\$74.00	\$309.12	\$383.12
Full family	\$102.25	\$508.47	\$610.72	\$113.50	\$497.22	\$610.72	\$125.25	\$485.47	\$610.72
CIGNA HRA / HSA									
Employee Only	\$12.50	\$140.27	\$152.77	\$16.00	\$136.77	\$152.77	\$20.15	\$132.62	\$152.77
Employee & Spouse or DP	\$46.50	\$274.31	\$320.81	\$56.00	\$264.81	\$320.81	\$62.15	\$258.66	\$320.81
Employee & Child(ren)	\$31.75	\$255.70	\$287.45	\$38.50	\$248.95	\$287.45	\$44.25	\$243.20	\$287.45
Full family	\$57.25	\$401.19	\$458.44	\$68.50	\$389.94	\$458.44	\$75.50	\$382.94	\$458.44

Dental Rates (Biweekly)							
CIGNA Dental HMO				CIGNA Dental PPO			
	Employee	City	Total		Employee	City	Total
Employee Only	\$0.00	\$3.63	\$3.63	Employee Only	\$1.18	\$14.55	\$15.73
Employee + 1	\$0.00	\$6.90	\$6.90	Employee + 1	\$2.32	\$28.51	\$30.83
Employee + 2 or more	\$0.00	\$8.86	\$8.86	Employee + 2 or more	\$3.41	\$42.03	\$45.44

Vision Rates (Biweekly)			
AVESIS			
	Employee	City	Total
Employee Only	\$2.38	\$0.00	\$2.38
Employee + 1	\$4.18	\$0.00	\$4.18
Employee + 2 or more	\$6.15	\$0.00	\$6.15

Medical Opt-Out *: \$36.92 per pay period

** To receive the Medical Opt Out incentive:*

1. You must waive medical coverage in the online enrollment system (accessible via www.tucsonaz.gov/enroll) **and**
2. The Benefits Office must receive your properly completed Medical Opt Out form and proof of non-City coverage by the end of Open Enrollment.

If you currently receive the Medical Opt Out incentive, new paperwork is not required this year.

Please visit www.tucsonaz.gov/enroll, or contact the Benefits Office for more information.