
Open Enrollment Procedure (BEN-P004)
Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the steps in which the Benefits Department schedules open enrollment.

2.0 RESPONSIBILITY:

- 2.1 Director of Human Resources

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

3.0 APPROVAL AUTHORITY:

- 3.1 Benefits Coordinator

Approval Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 Open Enrollment – Period when employees can enroll in or change benefit plans per their contracts.

5.0 PROCEDURE:

Active and Retirees under 65

- 5.1 Annual meetings are held and notifications are sent to allow employees and retirees to:
 - 5.1.1 enroll in a plan previously waived
 - 5.1.2 change medical plans
 - 5.1.3 add eligible dependents
- 5.2 Contact the insurance representatives.
- 5.3 Schedule agenda for meetings a month or two in advance.

Retirees 65 and over

- 5.4 Send notifications of open enrollment meeting to retirees when a new Medicare Supplemental Plan is offered.
- 5.5 Contact insurance representative.
- 5.6 Schedule a meeting.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Medical/Dental Enrollment/Change Forms – External Document

Open Enrollment Procedure (BEN-P004)
Milford Public School District

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Medical/Dental Enrollment	Benefits Office	7 Years	Shred	Locked Cabinets Locked Office
Benefits Data Base	Electronic	Based on contract/Years of service or life of individual	Active or Retiree Benefit Systems	Electronic Back Up

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
04/28/2004	B	4.0-added definition; 5.0-added wording; 7.0-changed wording in Disposition

* * * E n d o f p r o c e d u r e * * *