



County of Henrico, Virginia

Interoffice Memorandum

TO: Agency Heads and Key Officials SUBJECT: Open Enrollment 2004

FROM: Benefits Manager DATE: October 2, 2002
Human Resources Department

Open Enrollment for 2004 employee benefits will be October 6 through October 31, 2003. During this period, employees can add or drop health care, dental or short-term disability coverage for themselves and their dependents. Southern Health continues to offer the same four plans for 2004 with few plan changes. While national health care cost increases range from 15 – 25%, and neighboring localities are facing 13-30% increases, we are pleased that Henrico's premium increases are held to 6.9%.

Open Enrollment information is available to employees and families in these ways:

- Special Edition Personnel Update (distributed with September 26 paychecks)
- Announcement postcard sent to homes of employees and families (mailed September 26, 2003)
- Internet/Intranet Sites: www.co.henrico.va.us/hr/oe04.html and virtual.henrico
- E-letter to Supervisors with benefit information resources for employees
- Personnel Update (distributed with October 10 paychecks)
- Enrollment meetings at various County locations featuring provider representatives
- Southern Health's dedicated Henrico County Member Services Line (1-866-533-5149)

Open Enrollment Summary

- Current health care, dental and short-term disability elections will rollover for 2004 coverage, unless changed during Open Enrollment.
- Employees must re-enroll in dependent care and/or health care flexible spending accounts to participate.

Your support makes a difference.

- Enable your employees to attend an Open Enrollment meeting or to access benefits and wellness information through the Internet or Intranet. The 2004 Southern Health brochure is available on the Internet/Intranet sites as well as at Open Enrollment meetings.
- Encourage your employees to enroll on the PIKE. It's easy and paperless!
- Ask your employees, especially new employees, if they have completed their enrollment.

If you have questions or believe we can provide additional assistance for Open Enrollment, please contact the Human Resources Benefits Division at 501-7371.


Julia G. Sleeman, SPHR