



County of Henrico, Virginia

Interoffice Memorandum

TO: Agency Heads and Key Officials SUBJECT: Open Enrollment 2005

FROM: Benefits Manager DATE: October 5, 2004
Human Resources Department

Open Enrollment for 2005 employee benefits will be October 11 through October 29, 2004.

During this period, employees can add or drop health care and/or dental coverage for themselves and their dependents. It is also the opportunity to enroll in Flexible Spending Accounts for 2005. An enhanced Income Protection program is available for 2005 that combines the previous short and long-term disability programs into a "seamless" benefit. During this Open Enrollment period, employees may enroll in the short-term portion for the first time or decrease their waiting period (example: from 42 days to 14 days) without providing evidence of insurability.

Details about 2005 benefits are available for all employees on the Henrico County Intranet and Internet. Employees are encouraged to make all their elections on the PIKE at their office computers or at one of the kiosks located in County buildings.

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

- Announcement postcard sent to homes of employees and families (mailed October 1, 2004)
- Detailed Open Enrollment information in the October 8, 2004 Personnel Update
- Internet/Intranet Sites: www.co.henrico.va.us/hr/oe05.html and <http://virtual.henrico/hr/oe05.html>
- Enrollment meetings at various County locations featuring provider representatives

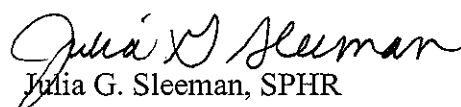
Open Enrollment Summary

- Current health care and dental elections will rollover for 2005 coverage, unless changed during Open Enrollment.
- Current short-term disability elections will rollover into the new Income Protection Program unless changed during Open Enrollment.
- Employees must re-enroll in dependent care and/or health care flexible spending accounts to participate in 2005.

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.
- Encourage your employees to enroll on the PIKE at their work station or a kiosk. It's easy!
- Remind employees, especially new ones, of the 2005 Open Enrollment dates.

If you have questions or would like additional assistance for Open Enrollment, please contact the Human Resources Benefits Division at 501-7371.


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