



To: All Active Employees

RE: Employee Benefit Open Enrollment Period & Changes

St. Martin Parish School Board's 2018 Open Enrollment period will be held May 3, 2018 – May 29, 2018. During this time employees are encouraged to carefully review the enrollment options to ensure that your insurance selections meet your needs and your budget. At the close of open enrollment on May 29th, these elections will be fixed for 1 year (July 1, 2018 to June 30, 2019) unless you have a qualifying event as defined by federal law.

We are pleased to announce, any employee participating in the voluntary dental and short term disability plan will experience a **rate decrease**. We have changed a few insurance carriers in order to provide you the most valuable benefit options. Our dental and disability benefits will now be with Mutual of Omaha. You will also be offered a **new Universal Life with a Long Term Care Plan option** through Transamerica. In addition, there will be **no premium increases** to the Medical, Vision, Long Term Disability, Life, or Worksite plans. All individuals wishing to continue participation in the Flexible Spending Account for the 2018 – 2019 plan year must submit a new election form available through our online benefit enrollment tool. If you currently have a Flex Spending Card, you'll simply keep using the same Card for the new year. Your new 2018-19 election amount will be available for you to use beginning July 1, 2018. If this is your first time enrolling in the Flex Spending Plan, a new card will be mailed to your house in the month of June.

With health care cost rising, we will continue to add a \$75 monthly spousal surcharge to your premium if you have elected coverage for your spouse and your spouse is eligible for coverage through his/her employer but elects not to enroll. If your spouse is not eligible for coverage as an employee, the spousal coverage surcharge is waived. If you and your spouse work for the school board a surcharge will not be charged. Please note that St. Martin Parish School Board will be conducting a dependent and spousal surcharge audit this year. Any discrepancy found will result in action retroactive to July 1, 2018.

Open Enrollment Tool

We will continue to use our online benefit enrollment tool to enroll in all benefits for you and your dependents. The website is active during the Open Enrollment period each year. The website will also be open for an employee who experiences a qualifying event, links will be provided to the appropriate enrollment/change form.

Once you have made your final decisions about your benefits for 2018, you can log in to the online enrollment system and make your elections. Even if you do not want to enroll in any of the benefits, **you must log in** and decline the coverages offered to you. **You MUST take action by May 29, 2018.**

Website: <https://enroll.benefitsconnect.net/smgsb>

Username: the first 6 letters of your last name (or your entire last name if six letters or less), the first letter of your first name, followed by the last 4 of your SSN (social security number).

Example: John Johnson, xxx-xx-1234

Username would be johnsoj1234



Password: the first time you log in, the password will be your SSN (no spaces or dashes). You will be given the opportunity to change your password after you log in the first time.

If you have problems logging in, questions, or retiring, please reach out to our Employee Benefits Helpline at 1-844-656-1462 or Tammie Graham with Gallagher Benefit Services at 225-906-1227 or email tammie_graham@ajg.com.

We are pleased to announce the launch of our brand new employee benefits Video explaining our benefit package. For more information on the video, employee benefit booklets, updates and useful links, please visit our website at www.saintmartinschools.org.

In addition, enrollment and educational sessions will be conducted for employees that have questions or that wish to make coverage changes. Sessions will be held from May 3, 2018 – May 29, 2018 at various locations. A complete schedule of these sessions is provided below.

	May 1	May 2	May 3 DOA 8:30 – 4:00	May 4
May 7 ELC/JCEP 8:00 – 11:30 St. Martinville Jr High 1:00 – 4:00	May 8 Breaux Bridge Jr High 8:00 – 11:00 Stephensville Elem 9:30 – 11:30 Parks Middle 1:00 - 400	May 9 Breaux Bridge Elem 8:00 – 11:00 Breaux Bridge Primary 1:00 – 4:00	May 10 Cecilia Primary 8:00 – 11:30 Teche Elem 1:00 - 400	May 11 St.Martinville Primary 8:00 – 11:00
May 14 Catahoula Elem 8:00 – 11:30 Breaux Bridge Sr High 1:00 – 4:00	May 15 Cecilia Jr High 8:00 – 11:00 Cecilia High 1:00 – 4:00	May 16 St. Martinville Sr High 8:00 – 11:30 Parks Primary 1:00 – 4:00	May 17 Bus Drivers/ Maintenance/ College CC 8:30 – 11:30	May 18
May 21	May 22	May 23	May 24	May 19
May 28	May 29 DOA* 9:00 – 4:30 Open Enrollment Ends	May 30	May 31	

***DOA - Special Services, Bus Drivers, Maintenance, Administration, Make-Up**