

The City of Memphis will implement a 24% premium increase for all Active and Retired Employees effective October 1, 2014. Remember Premium deductions are made a month in advance meaning you will see the increased premium deduction the first pay period in September.

***Please note, there are no changes to the medical benefits plan design. This is a premium increase only.**

Due to the mid-year premium increase, the City is allowing all employees and retirees to participate in a Special Open Enrollment that will allow you to switch medical plans, add or delete dependents, terminate coverage, etc.

If you are keeping your same medical benefits plan and have no other dependent changes, STOP! No action is required. Your premiums will automatically increase to the appropriate rate the first pay period in September.

For anyone making a change, the Special Enrollment is Monday, July 21, 2014 through Friday, August 1, 2014. You may enroll online @ <http://openenrollment.memphistn.gov>; fax your enrollment changes to 901-636-8486; mail or bring forms to 2714 Union Avenue Ext., 5th Floor, Room 100, Memphis, TN 38112. All mail must be postmarked no later than August 1, 2014. If you need to speak with a member of the benefits team at 901-636-6800 or toll free (866)543-4367 Monday-Friday between 8:00 and 5:00 pm.

Remember you will not have an opportunity to make changes until the next Open Enrollment period unless there is a change in your family status (see page 3 for explanation of family status change).

RETIREES: IF YOU DROP YOUR MEDICAL COVERAGE ANYTIME BEFORE 12/31/2014, YOU WAIVE YOUR ENROLLMENT RIGHTS FOREVER. YOU WILL NOT HAVE THE OPPORTUNITY TO RE-ENROLL IN THE CITY'S MEDICAL PLAN.

NOTE: The online site will be available through midnight August 1, 2014. If you make changes on-line that require enrollment certification, such as affidavits, marriage licenses, birth certificates, divorce decrees and other pertinent documents, please fax to 901-636-8486 or send by US Mail. We must receive your supporting documentation by Friday, August 8, 2014 or your coverage elections from 1/1/2014 will continue. Also, please keep your on-line enrollment confirmation as well as your fax confirmation page(s) as verification.

WHAT'S IN THIS DOCUMENT?

- New Rates for Active Employees & Retirees
- Forms: Enrollment Change Form including the Tobacco/Spousal Insurance Affidavit

Active Participation in the Special Open Enrollment is not required and if you make no changes, your current plan will continue at the increased premium rate starting with your first paycheck in September.

What You Need To Know About the Special Enrollment 2014

Do I have to participate in the Special Enrollment? No, you only need to participate if you are making changes.

Who is Eligible to participate? If you are an active or retired employee currently enrolled in the City's medical benefits plan, you are eligible to participate in this special enrollment.

What documentation is needed?

- If enrolling a child, you must provide a birth certificate or proof of legal guardianship for all children. You must also provide a copy of each child's social security card.
- If you are enrolling a spouse, you must provide a marriage license, social security card and an affidavit. Additional documentation such as, but not limited to, a Certificate of Creditable Coverage (COC) may be required.
- If you are deleting a spouse due to change in marital status, you must provide a divorce decree or death certificate

What is a change in family status/qualifying life event?

A change in family status can include marriage, divorce, birth of a child, adoption, and change in spouse's job status.

It is your responsibility to remove any dependents over the age 26, divorced spouse or otherwise ineligible dependent from your coverage. Failure to remove any ineligible dependents will result in you being responsible for any claims paid on their behalf after the termination date.

How can I remove the tobacco/nicotine Surcharge?

To have the tobacco/nicotine surcharge removed, you along with all family members age 16 and over must provide negative nicotine test results from a certified testing provider along with an updated affidavit. The surcharge will be removed when all required tests and documents have been received by the Benefits Office.

What must I do to remove the spousal surcharge?

A spousal surcharge is assessed if you choose to cover a spouse on your plan who has opted out of medical coverage through his/her employer. The spousal surcharge is waived during Open Enrollment only if the spouse has no access to medical care or if the spouse is enrolled in his/her employer's medical plan that pays as primary to the City of Memphis medical plan. To waive the surcharge, submit a signed affidavit along with documents to prove that your spouse has no access to coverage.

Can I switch to my spouse's employer sponsored plan during the City's Special Enrollment period?

You will need to check your spouse's employer eligibility guidelines but usually you can only join plans outside the regular open enrollment period if you have a qualifying life event (see above definition). Additionally, because the City's Special Enrollment period does not create a 'loss of coverage' situation, most likely you will have to wait until your spouse's employer open enrollment period in order to enroll in the plan.

Important Note: Signed affidavits waiving spouse and/or tobacco surcharges are subject to verification

**CITY OF MEMPHIS 2014 HEALTH PLAN PREMIUM RATES FOR
ACTIVE & RETIRED EMPLOYEES**

(PER PAY PERIOD)

Rates Effective September 2014 – November 2014

Active Employees	Single Coverage	Family Coverage
Basic Plan	\$100.45	\$213.25
Premier Plan	\$108.98	\$220.13
Value Plan	\$46.00	\$182.90

Non-Medicare Retirees	Single Coverage	Family Coverage
Basic Plan	102.64	\$215.76
Premier Plan	\$114.03	\$226.14

Medicare Retirees	Single Coverage	Family Coverage
Basic Plan	\$94.59	\$198.43
Premier Plan	\$104.52	\$207.28