



CITY OF BATON ROUGE  
PARISH OF EAST BATON ROUGE

# 2020 Insurance Open Enrollment City of Baton Rouge Parish of East Baton Rouge

Employee Edition

October 2019

**The Open Enrollment Period runs from Oct. 30 to Nov. 15, 2019 (Except Nov. 11<sup>th</sup>)**

Complete Benefit Alliance (CBA) will administer our Open Enrollment

New insurance benefit elections are effective January 1, 2020

## Reminder...

Employees who wish to keep their Flexible Spending Account (FSA) **must** complete a new enrollment form; FSA elections do not carry over to the new plan year

### Not making benefit changes?

You don't need to complete the enrollment process

### How to view your check stub

Log in to Employee Self-Service at

<https://selfservice.brla.gov>

- Click Log In located at the top right corner
- Username is your employee ID#
- The first time you log in the password is the last 4 digits of your social security number

Open Enrollment is your opportunity to review your current benefits and make any necessary changes for the plan year beginning January 1, 2020. Open enrollment is the time to:

- Enroll in a benefit plan or change current plan elections
- Add dependents to your coverage or dis-enroll dependents from your coverage
- Enroll/Re-enroll in a Flexible Spending Account (FSA) Plan
- Opt-out of insurance coverage

### Open Enrollment Highlights

- Health insurance premiums will not increase for 2020.
- Platinum Dental rates will increase 8% with no benefit changes.
- Health Savings Account (HSA) annual maximum for single \$3,550; family \$7,100.
- Health Savings Account (HSA) is only available if you are enrolled in the High Deductible Health Plan.
- Health Savings Account (HSA) catchup option of \$1,000 is available to employees 55 or older, if you are not Medicare eligible.
- See the **Benefit Guide** for additional information.

### Points of Interest

- A divorced spouse must be dropped at the end of the month in which the divorce is final. A completed signed copy of the divorced decree must be brought to the Human Resources Payroll and Benefits Division.
- Part-time rehired retirees are not eligible for voluntary benefits or the Flexible Spending Account (FSA). They are eligible for the Health Savings Account (HSA) if they have the High Deductible Health Plan when they retire.
- If you elect to opt-out of insurance coverage, please complete a "Waiver of Medical Group Benefits Form" in Payroll and Benefits.
- Double covering a dependent is not allowed on any insurance offered by the City-Parish.
- "Omada" connects the dots between knowing how to get healthy and actually doing it. You can find additional information at <https://go.omadahealth.com/brla>.

## RESOURCES

Blue Cross/Blue Shield  
Louisiana  
(225)-293-2583

Ameriflex  
(888)-868-3539

Health Equity  
(866)-346-5800

AlwaysCare  
(225)-926-2888  
Ext 2013

Davis Vision  
(800)-999-5431  
Client Code 2337

Allstate Benefits  
(800)-521-3535

Metlife  
(800)-438-6388

Transamerica Life  
(888)-763-7474

Express Scripts  
(800)-451-6245

Nationwide  
(877)-677-3678  
Ext 48774

MassMutual  
(225)-681-0457

Hidalgo  
(225)-927-0160

Healthy Lives  
(855)-426-4325

UNUM  
(800)-858-6843

### Questions?

Human Resources  
Payroll and Benefits Division  
(225)-389-3134

City of Baton Rouge  
Parish of East Baton Rouge  
1755 Florida Street  
Baton Rouge, LA 70802

## Documentation Required to Add a Dependent To Your Insurance Plan

- Marriage license and social security card to add your spouse.
- Birth certificate (with parent's name listed) and social security card to add children.
- You will not be able to enroll your spouse or children without documentation.

## Employee Information

- You are responsible for paying your insurance premiums while you are on any type of leave without pay. Please call Payroll and Benefits at 225-389-3134 for amount due.
- Insurance premiums are not automatically deducted from your workers comp check. You can sign an authorization in the Payroll and Benefits Division so premiums will be deducted. If you decide not to have the insurance premium deducted from your workers comp check, please call Payroll and Benefits at 225-389-3134 for amount due.
- If you sign up for ancillary benefits (Cancer, Accident, Short-Term Disability, Critical Illness, or Life Insurance) during open enrollment, you must be physically at work the effective date of the plan (January 1) in order to receive benefits.
- Qualifying Events allow you to make changes to your insurance plan during the year (See Benefit Guide for details).

## Approaching Retirement – Points to Remember

- The Insurance Vesting Plan determines an employee's premium for health and dental insurance as a retiree. A retiree's premium will be based upon total "actual" years worked for the City-Parish. Employees covered under health and/or dental as of January 1, 2003 are "grandfathered" and not subject to this plan. Employees with 20 or more years of service are not subject to the Vesting Plan.
- You must be enrolled in the Medical and/or dental insurance 12 months prior to retirement in order to keep the insurance as a retiree.

## Review Open Enrollment Election Form before signing!

**ALL CHANGES ARE FINAL**

## 2020 Bi-Weekly Insurance Rates

COVERAGE	MEDICAL			DENTAL		VISION
	HMO	POS	HDHP	SILVER	PLATINUM	
<b>EMPLOYEE ONLY:</b>						
YOU PAY	\$74.98	\$95.51	\$32.99	\$3.25	\$6.76	\$2.55
CITY-PARISH PAYS	\$256.20	\$256.20	\$256.20	\$3.52	\$7.31	
PAY PERIOD RATE	\$331.18	\$351.71	\$289.19	\$6.77	\$14.07	
<b>EMP. + SPOUSE:</b>						
YOU PAY	\$223.43	\$284.39	\$135.24	\$6.49	\$13.51	\$4.84
CITY-PARISH PAYS	\$462.81	\$462.81	\$462.81	\$7.03	\$14.63	
PAY PERIOD RATE	\$686.24	\$747.20	\$598.05	\$13.52	\$28.14	
<b>EMP. + CHILD(REN):</b>						
YOU PAY	\$196.46	\$250.10	\$116.68	\$7.08	\$16.16	\$5.08
CITY-PARISH PAYS	\$425.29	\$425.29	\$425.29	\$7.67	\$17.52	
PAY PERIOD RATE	\$621.75	\$675.39	\$541.97	\$14.75	\$33.68	
<b>EMP. + FAMILY:</b>						
YOU PAY	\$304.39	\$387.54	\$191.04	\$11.03	\$24.66	\$7.81
CITY-PARISH PAYS	\$575.51	\$575.51	\$575.51	\$11.95	\$26.72	
PAY PERIOD RATE	\$879.90	\$963.05	\$766.55	\$22.98	\$51.38	

Medical, dental and vision rates are deducted twice per month for active employees.

## **Women's Health and Cancer Rights Act Enrollment Notice For All Covered Members**

If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the Women's Health and Cancer Rights Act of 1998 (WHCRA). For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined in consultation with the attending physician and the patient for:

- all stages of reconstruction of the breast on which the mastectomy was performed;
- surgery and reconstruction of the other breast to produce a symmetrical appearance;
- prostheses; and
- treatment of physical complications of the mastectomy, including lymphedema.

These benefits will be provided subject to the same deductibles, coinsurance, and copayments (if any) applicable to other medical and surgical benefits provided under this plan. Information on the plan's specific deductible, coinsurance, or co-payment amounts is found in the Schedule of Benefits document that is issued with your health benefit booklet.

If you have questions about your coverage, please contact the Blue Cross Blue Shield of Louisiana Customer Service Department at the number listed on the back of your insurance ID card.

<b>NOTES</b>	<b>WEDNESDAY</b> <b>October 30, 2019</b>	<b>THURSDAY</b> <b>October 31, 2019</b>	<b>FRIDAY</b> <b>November 1, 2019</b>
<b>Open Enrollment Schedule for Active Employees</b> <b>October 30<sup>th</sup> - November 15<sup>th</sup></b> <b>Except November 11<sup>th</sup> - Holiday</b>	<b>Human Resources</b> 1755 Florida Street 1st Floor HR-Training 8am-5pm	<b>Human Resources</b> 1755 Florida Street 1st Floor HR-Training 8am-5pm	<b>Human Resources</b> 1755 Florida Street 1st Floor HR-Training 8am-5pm
	<b>DA's Office</b> 222 St Louis Street 5th Floor 8am-5pm	<b>Coroner's Office</b> 4030 T.B. Herndon Avenue 8am-4:30pm	<b>Juvenile Services</b> 8333 Veteran's Memorial Blvd. 1pm-5pm
	<b>DA Family Law</b> 9048 Airline Hwy 8:30am-5pm	<b>Airport</b> 9430 Jackie Cochran Drive Downstairs Conf. Room 10am-7pm	<b>Animal Control &amp; Rescue Center</b> 2680 Progress Road 8:30am-5pm
Retirees/Rehired Retirees and Surviving Dependents must go to HR - Payroll and Benefits (1755 Florida Street) for all open enrollment changes.	<b>Police Headquarters</b> 9000 Airline Hwy Baton Rouge, LA 5 <sup>th</sup> Floor Conf. Room 10am-4pm	<b>Police Headquarters</b> 9000 Airline Hwy Baton Rouge, LA 5 <sup>th</sup> Floor Conf. Room 10am-4pm	<b>DHDS Admin (Head Start)</b> 4523 Plank Road 8am-5pm
		<b>City Court</b> 233 St Louis Street Room 348 8am-5pm	<b>Police Department (2<sup>nd</sup> District)</b> 2265 Highland Road 5am-10am and 1pm-4pm

<b>MONDAY</b> <b>November 4, 2019</b>	<b>TUESDAY</b> <b>November 5, 2019</b>	<b>WEDNESDAY</b> <b>November 6, 2019</b>	<b>THURSDAY</b> <b>November 7, 2019</b>	<b>FRIDAY</b> <b>November 8, 2019</b>
<b>Human Resources</b> 1755 Florida Street 1st Floor HR-Training 8am-5pm	<b>Human Resources</b> 1755 Florida Street 1st Floor HR-Training 8am-5pm	<b>Human Resources</b> 1755 Florida Street 1st Floor HR-Training 8am-5pm	<b>Human Resources</b> 1755 Florida Street 1st Floor HR-Training 8am-5pm	<b>Human Resources</b> 1755 Florida Street 1st Floor HR-Training 8am-5pm
<b>Central Garage</b> 333 Chippewa Street 7am-11am	<b>City Hall</b> 222 St Louis Street 8th Floor, Room 804 8am-5pm	<b>Fire Department</b> 8011 Merle Gustafson Drive 8am-5pm	<b>Fire Department</b> 8011 Merle Gustafson Drive 8am-5pm	<b>Fire Department</b> 8011 Merle Gustafson Drive 8am-5pm
<b>DPW East Lot</b> 15202 South Choctaw Drive 7am-11am	<b>City Court</b> 233 St Louis Street Room 348 8am-5pm	<b>DPW South Lot</b> 2931 Valley Street 7am-11am (til 12 noon if needed)	<b>MOHSEP</b> 3773 Harding Blvd ATM/OEC Bldg Downstairs Classroom 7am-5pm	<b>DPW North Lot</b> 3207 Main Street Baker, LA 7-10am (til 11am if needed)
<b>Charlie Thomas Head Start</b> 8686 Pecan Tree Drive 1pm-4pm	<b>DPW Maintenance &amp; Street Division</b> 4445 Plank Road 7am-3pm	<b>Jones Creek Library</b> 6222 Jones Creek Road Study Room 12pm-6pm	<b>City Hall</b> 222 St Louis Street 8th Floor, Room 804 8am-5pm	<b>Police Department (4<sup>th</sup> District)</b> 8227 Scenic 5am-10am and 1pm-4pm

<b>MONDAY</b> November 4, 2019	<b>TUESDAY</b> November 5, 2019	<b>WEDNESDAY</b> November 6, 2019	<b>THURSDAY</b> November 7, 2019	<b>FRIDAY</b> November 8, 2019
<b>Main Library</b> 7711 Goodwood Blvd Circulation Conf. Room 9am-5pm		<b>Bluebonnet Library</b> 9200 Bluebonnet Blvd Study Room 12:30pm-6pm		<b>LaBelle Aire Head Start</b> 1919 N Christy Drive 1pm-4pm
<b>19<sup>th</sup> JDC/Family Court</b> 300 North Blvd 8am-4:30pm		<b>DPW Chippewa Lot</b> 329 Chippewa St 7am-11am		<b>Greenwell Springs Library</b> 11300 Greenwell Springs Road Study Room 1pm-6pm
		<b>Zachary Library</b> 1900 Church Street Zachary, LA Meeting Room 1pm-6pm		
		<b>DHDS Admin (Head Start)</b> 4523 Plank Road Room 4 8am-5pm		

<b>MONDAY</b> November 11, 2019	<b>TUESDAY</b> November 12, 2019	<b>WEDNESDAY</b> November 13, 2019	<b>THURSDAY</b> November 14, 2019	<b>FRIDAY</b> November 15, 2019
Veteran's Day	<b>Human Resources</b> 1755 Florida Street 1st Floor HR-Training 8am-5pm	<b>Human Resources</b> 1755 Florida Street 1st Floor HR-Training 8am-5pm	<b>Human Resources</b> 1755 Florida Street 1st Floor HR-Training 8am-5pm	<b>Human Resources</b> 1755 Florida Street 1st Floor HR-Training 8am-5pm
	<b>City Hall</b> 222 St Louis Street 8th Floor, Room 804 8am-5pm	<b>City Hall</b> 222 St Louis Street 8th Floor, Room 804 8am-5pm	<b>MOHSEP</b> 3773 Harding Blvd ATM/OEC Bldg Downstairs Classroom 5pm-11pm	<b>MOHSEP</b> 3773 Harding Blvd ATM/OEC Bldg Downstairs Classroom 10am-7pm and 2pm - 11pm
	<b>EMS Administration</b> 3801 Harding Blvd 2pm-11pm	<b>19<sup>th</sup> Judicial District Court</b> 300 North Blvd 8am-4:30pm	<b>EMS Administration</b> 3801 Harding Blvd 2pm-11pm	<b>Police Department (1<sup>st</sup> District)</b> 4545 Plank Road 5am-10am and 1pm-4pm
	<b>Juvenile Court</b> 8333 Veteran's Memorial Blvd. 8:30am-11:30am		<b>19<sup>th</sup> Judicial District Court</b> 300 North Blvd 8am-4:30pm	<b>Police Department (3<sup>rd</sup> District)</b> 9000 Airline Hwy 5am-10am and 1pm-4pm

# Address Form

**\*\*Mailing Address** (All correspondence from the City of Baton Rouge/Parish of East Baton Rouge will be sent to this address)

**\*\*only complete if you have a change of address, phone or email\*\***

Name		Social Security Number	
Street Address		City	
State	Zip	Cell Phone Number ( )	
Home Phone Number ( )		Work Phone Number ( )	
Primary Email Address		Secondary Email Address	

## Release of Information

Indicate below if you do not want to have your address or phone number released to any group that may request it.

- ( ) I do not authorize the release of my address  
( ) I do not authorize the release of my telephone number

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Return Information:

Mail or Hand Deliver to: Department of Human Resources Payroll and Benefits Division, 1755 Florida St.,  
Baton Rouge, LA 70802

Fax to: 225-389-3139