



Dubuque County Human Resources Department

To: Dubuque County Full Time Employees

From: Dawn Sherman, Dubuque County HR Administrator

Date: May 14, 2020

Re: Employee Benefits Open Enrollment

The Dubuque County Employee Benefits Open Enrollment allows members to make changes to health and life insurance coverage and also make elections for FY21 Flexible Spending Plans.

Due to the COVID-19 emergency, we will not be conducting employee Open Enrollment meetings, but we are still here to answer any of your questions. Human Resources representatives are available Monday-Friday, 8:00am -4:30pm by calling (563) 589-4441.

Health Insurance Plan

During Open Enrollment, you may make changes to your health insurance coverage (i.e. add dependents or coverage) that will take effective on July 1, 2020. If you would like to make any changes to your coverage or have any questions, please contact Human Resources at (563) 589-4441. They will provide you the proper forms to complete.

Please note: There will be no changes to how benefits are paid under the health insurance plan. You will continue to experience the same deductibles and co-pays as you currently do.

Flexible Spending Plan

You are able to enroll in FY21 Flexible Spending Program during Open Enrollment. ***If you enrolled in Flexible Spending for FY20, your elections will not automatically renew for FY21.*** You must complete an enrollment form for your FY21 Flexible Spending elections. We've included a Flexible Spending Enrollment form for you to complete and return to Human Resources.

FY20 Flexible Spending Reimbursements

You still have the grace period to use and submit expenses for FY20. The grace period will expire on September 15, 2020.

Life Insurance Plan

During the open enrollment period, employees that are already participating in the plan are eligible to increase coverage up to the non-medical maximum (\$110,000 for employees; \$25,000 for spouses; \$10,000 for children) without answering medical questions. This opportunity is available to employees, spouses and children that are already covered. In addition, employees that did not elect coverage during their initial eligibility are eligible to request coverage subject to medical underwriting. Anyone who would like to change or elect coverage should contact Human Resources for an enrollment form.

The deadline to make changes to your Health and Life Insurance plan or to participate in the Flexible Spending program is **Monday June 1, 2020**.