

Team Flagstaff
2022 Open Enrollment Checklist
www.flagstaff.az.gov/OpenEnrollment2022

Benefits for the 2022-2023 plan year may be elected between May 2nd and 13th. Your current elections will continue (except for Flexible Spending Account (FSA) contributions which need to be reelected every year). Please use the checklist below as a guide to this year's process.

1. Review our Benefits Guide

2. Review our Medical Plan Changes

- Co-Pay for Emergency Room access will increase
 - Base: from \$200 to \$300
 - Buy Up: from \$150 to \$200
- Over The Counter COVID-19 Tests will be covered under the pharmacy program, not BCBS
- Recommendation for colorectal cancer screening in adults ages 45-49 years

3. Review our NEW Medical Plan Tier and Plan Options Comparison Sheet

- This year we have added a third tier for Employee + 1 medical coverage. This is a less expensive option than the Family plan with the same deductibles, out of pocket limits, etc.
- If you currently have the family plan and it is just you plus one, you will automatically be moved to the Employee + 1 tier. You do not need to make this change during Open Enrollment.

4. Review our Monthly Premium Changes and Benefits Cost Table

Medical Premiums

Medical premiums increased by 6.5% for the Buy Up Plan, 4.8% for the Base plan and High Deductible Health Plan. The City funded 72% of the Base Family/Employee +1 plan and applied the subsidy to the remaining plans.

Plan	Coverage	Current Total Cost	Current City Cost	Current Employee Cost	New Total Cost	New City Cost	New Employee Cost	Employee Change	City Change	Total Change
Buy Up	Employee	\$ 766.04	\$ 624.98	\$ 141.06	\$ 815.84	\$ 703.72	\$ 112.12	\$ (28.94)	\$ 78.74	\$ 49.80
	EE + 1				\$ 1,580.56	\$ 1,007.88	\$ 572.68	\$ (240.56)	\$ (83.76)	\$ (324.32)
	Family	\$ 1,904.88	\$ 1,091.64	\$ 813.24	\$ 2,189.22	\$ 1,395.30	\$ 793.92	\$ (19.32)	\$ 303.66	\$ 284.34
Base	Employee	\$ 690.58	\$ 624.98	\$ 65.60	\$ 723.72	\$ 703.72	\$ 20.00	\$ (45.60)	\$ 78.74	\$ 33.14
	EE + 1				\$ 1,399.82	\$ 1,007.88	\$ 391.94	\$ (230.14)	\$ (83.76)	\$ (313.90)
	Family	\$ 1,713.72	\$ 1,091.64	\$ 622.08	\$ 1,937.92	\$ 1,395.30	\$ 542.62	\$ (79.46)	\$ 303.66	\$ 224.20
HDHP*	Employee	\$ 609.86	\$ 624.98		\$ 639.14	\$ 703.72	\$ (64.58)		\$ 78.74	\$ 78.74
	EE + 1				\$ 1,233.44	\$ 943.30	\$ 290.14	\$ (142.44)	\$ (133.22)	\$ (275.66)
	Family	\$ 1,509.10	\$ 1,076.52	\$ 432.58	\$ 1,706.38	\$ 1,330.72	\$ 375.66	\$ (56.92)	\$ 254.20	\$ 197.28

*HDHP participants will receive \$64.58/month into an HSA or Limited FSA. Wellness level 1 participants will receive \$84.58/month.

Dental Premiums

Dental premiums increased by 4% this year.

Plan	Coverage	Current			New			Employee Increase	City Increase	Total Increase
		Total Cost	City Cost	Employee Cost	Total Cost	City Cost	Employee Cost			
Dental	Employee	\$ 36.00	\$ 36.00	\$ -	\$ 37.44	\$ 37.44	\$ -	\$ -	\$ 1.44	\$ 1.44
	Family	\$ 96.56	\$ 36.00	\$ 60.56	\$ 100.44	\$ 37.44	\$ 63.00	\$ 2.44	\$ 1.44	\$ 3.88

Vision Premiums

There are no increases to vision premiums this year!

5. Review and/or Make Changes to Your Benefit Options

- Sign in to access the Online Benefits Center at www.napebtbenefits.com
 - Choose City of Flagstaff from the dropdown menu and click **Select**
 - Login ID = first initial of first name + full last name plus 4-digit employee number (Flast1234)
 - Password = log in with your current password, or if logging in for the first time, use your 4-digit birth date MMDD
 - Click **Enroll Now** to begin

If you experience problems with the website or logging in to the website, call the Employee Benefits Center at 1-800-307-0230 between Monday and Friday, 5:00 am to 5:00 pm.
- Click **Get Started** to access Alex, our online benefits counselor OR
- Click **Proceed** after reviewing and updating the information on each page
- Click **Enroll** to change or confirm your plans for medical, dental, and vision
- Make your spending account elections (**FSA's must be elected annually**)
 - **Please DO NOT INCLUDE your wellness incentive for your FSA or HSA.** Those elections will be sent separately.
 - Ensure your election will not exceed the annual maximum (including the wellness incentive and employer contribution for HSAs or Limited FSAs.)
 - Remember FSA and HSA annual contribution limits are based on a calendar year.
- Review your life insurance beneficiaries and voluntary life insurance elections
 - If you have existing employee voluntary life insurance, you may increase your own coverage by \$10,000 without completing Evidence of Insurability (EOI).
 - You can find the [EOI form](#) on the Open Enrollment website.
 - EOI is required for elections above the guaranteed amounts and all spouse elections.
- Update your short-term and/or long-term disability elections, if desired
- Update your deferred compensation elections, if desired
 - **Please DO NOT INCLUDE your wellness incentive for deferred compensation.** Those elections will be sent separately.
- Proceed through all the screens
- Click **Submit These Elections** for your benefit elections to be saved. If you do not, your elections won't be saved, there will be no record or proof, and your changes will not be made.
- Print or save your confirmation statement





6. Earn your [Wellness Incentives](#) by 5/15/2022

- Earn the \$240/year Health Plan Discount by completing your 4-part annual checkup or Health Plan Seminar
- Earn the \$120 Wellness Incentive by attending the Wellness Seminar
 - If you are completing the seminars, be sure that you watch all videos in their entirety and ensure “100%” is displayed under the seminar title.
 - For assistance, contact support@konnected.ca

7. Claim your Level 2 Wellness Incentive (if applicable)

- Nothing further is required if you would like the \$120 subsidy added to your 8/12/2022 paycheck as taxable compensation.
- Visit <https://www.surveymonkey.com/r/WellnessIncentive22> to elect the \$120 subsidy into your HSA, FSA, or deferred compensation account. You must have an EXISTING account to choose this option.
 - You may verify receipt of the subsidy by reviewing your paycheck through the ESS website at <https://flag-egov.aspgov.com/Click2GovESS/index.html>
 - The Wellness Incentive is subject to ASRS, PSPRS, Social Security, and Medicare, even if you elect it in your HSA, FSA, or deferred compensation.

7. Purchase Vacation Days

- Submit the [Purchase Day Program Request Form](#) to purchase up to 10 vacation days at your 7/1/2022 rate of pay.
 - This must be submitted to HR with all approval signatures from your chain of command by 5/13.
 - This option is for benefit eligible employees with at least six months of service.
 - All vacation accruals must be used prior to purchased days. Purchase days must be used between July 1, 2022 and June 30, 2023, no extensions or exceptions are permitted under this Section 125 benefit plan.

That’s it! Still have questions? See the contact information below for additional assistance.

Open Enrollment Website: www.flagstaff.az.gov/openenrollment2022

Employee Benefits Center: 1 800 307-0230

HR: openenrollment@flagstaffaz.gov or (928) 213-2090



City of Flagstaff

April 29, 2022

Dear Open Enrollment Participant,

The Federal government requires that the City provide you with a copy of the Summary of Benefits and Coverage (SBC) for each medical plan we offer. You may access each of the three SBCs online at <https://www.flagstaffaz.gov/openenrollment2022>.

If you do not have computer access and would like a copy of the SBCs, please contact me and I will mail them to you.

Thank you,

Cindy Perger
HR Analyst
(928) 213-2086
cperger@flagstaffaz.gov