



PASADENA UNIFIED SCHOOL DISTRICT

RISK MANAGEMENT/BENEFITS

August 20, 2008

Re: Benefits Open Enrollment

Dear PUSD benefit eligible employee,

This year's Open Enrollment for health and welfare benefits will be held on Thursday, Friday and Saturday, September 11, 12 and 13, 2008. The event will be held from 12:00pm through 6:00pm at the Ed Center, Board Room (236), 351 S. Hudson Ave., Pasadena, CA 91109

During Open Enrollment, representatives will be present to answer your questions and enroll you in medical, dental and optional plans. If it is your intention to enroll in any optional plans, please be sure to visit the specified vendor first and then submit all completed forms at the District benefits table for review and acceptance. Forms that are not fully completed and inaccurate will NOT be accepted or processed.

Changes being made to your current medical and dental coverage for the 2008-09 school year including changing insurance plans, adding or deleting family members or enrolling in any optional plans **MUST** be made during the Open Enrollment period. Our insurance carriers will not accept changes after our annual open enrollment event. All changes made during Open Enrollment will be effective October 1, 2008. Benefit eligible employees, including COBRA enrollees, Employees on Leave of Absence, and Retirees have an opportunity to enroll or make changes to their group health plans during Open Enrollment.

If you are anticipating adding a spouse or domestic partner, be sure to bring a copy of your marriage license or declaration of domestic partnership certificate under the state of California, family code section 297. For dependent children that will be added, a copy of their birth certificate, legal adoption, or legal guardianship designation (by the court) certificates must be provided. **NO EXCEPTIONS WILL BE MADE.** If your child is between the age of 19 through 22, a copy of their most current school transcripts, indicating students name, school name and units enrolled will be required. Blue Shield requires 12 units and Kaiser 8 units for full time student certification.

Teamsters, who need to add or delete dependents from their Dental Plan, may do so only during the district's Open Enrollment. Please contact Southwest Administrators at 626-284-4792 for additional information regarding additions/deletions in medical, vision, and prescription plans.

Optional programs will continue to be available through payroll deduction. Brochure information for amounts of coverage for most of our optional plans will be mailed to you by August 29 and should be at your school site no later than September 3, 2008. It is your responsibility to contact your school site to have your benefits package forwarded to you if you will not be at your site to receive your benefits package prior to the Open Enrollment event. If you do not receive a package, benefit information will be provided to you during the Open Enrollment event.

If you may have any questions, please contact the benefits office at (626) 568-4512. Thank you.

APPROVED: Shelly James, Chief, Human Resources
DISTRIBUTION: All benefit eligible employees

A handwritten signature in black ink, appearing to be "Shelly James", written over the distribution line.

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