



Department of Human Resources

Monroe County, New York

Maggie Brooks
County Executive

Brayton M. Connard
Director

Dear Monroe County Employee:

November 2008

It's open enrollment time! This year we have scheduled several open enrollment informational sessions to assist you in making informed decisions regarding health insurance coverage, flexible spending accounts, the Qualified Pre-Tax Parking/Transit Commute Program and the deferred compensation plan. Please take the time to review the information accompanying this letter. Also, you may wish to attend one of the scheduled informational sessions. Please refer to the attached sheet for the dates and times of these sessions. Representatives from Human Resources and several of our insurance and employee benefit vendors will be invited to attend in order to answer your questions.

Health Insurance: You should review your health insurance plan to ensure that it continues to meet your medical and financial needs. A comparison of health insurance plans and the 2009 biweekly contribution rate sheets are enclosed so that you can analyze different health insurance benefits and compare out-of-pocket costs. If you wish to change to a different plan than the one you currently have, simply complete and submit an enrollment form to the Human Resources Department by December 5, 2008. **Please note that final health insurance premiums have not been received by the County and the posted rates are subject to change.**

Flexible Spending Account: Use pre-tax dollars rather than after tax dollars for medical and dental out-of-pocket expenses, as well as dependent childcare expenses. When determining how much money to allocate, keep in mind that any unclaimed fund balance cannot be reimbursed to you. The amount you elect to contribute to the flexible spending account will be divided by 27 pay periods in 2009 and becomes a biweekly payroll deduction. Complete a flexible spending account enrollment form if you wish to participate.

Please note:

- If you participated in the flexible spending account for 2008 and wish to continue to participate, you must complete a new enrollment form for 2009.
- You have until March 31, 2009 to submit your flexible spending account claims for 2008. If you have any questions regarding the status of your 2008 flexible spending account, please contact HEG at 241-9500.

Qualified Pre-Tax Parking/Transit Commute Program: Use pre-tax dollars rather than after tax dollars to pay for the cost of parking your car or taking the bus to work. If you want to participate for 2009, you must enroll unless you are currently enrolled in the parking plan with automatic payment to either the Sister Cities, Civic Center and MAPCO lots, and you wish to continue.

To enroll, determine your total monthly parking/transit expenses up to a maximum of \$185/month and complete and submit an enrollment form. Your pre-tax payroll deduction will be taken from the first 24 paychecks of 2009. For 2009, claims must be submitted by December 4, 2009. If there is a balance in your account after your timely submitted claims have been processed, the balance will be refunded to you by a paycheck adjustment no later than pay period 27 of 2009. You have until December 5, 2008 to submit your parking/commuting claims for 2008. If you have any questions concerning your account, please contact HEG at 241-9500.

Enrollment forms and brochures for these programs are available from your department personnel contact or at the Department of Human Resources.

Please submit all enrollment forms to the Department of Human Resources, Room 210, County Office Building no later than December 5, 2008.

Sincerely,

Brayton M. Connard
Human Resources Director