



It's that time again... Open Enrollment for 2023

The City of DuPont announces the 2023 Open Enrollment period, November 9th- December 6th! Now is the time of year when you can re-evaluate your benefit coverage needs and make changes to benefits selections for next year, effective January 1, 2023. During the Open Enrollment period, employees may:

- Add, change, or cancel health insurance: medical, dental, and vision
- Add or discontinue dependent coverage
- Update beneficiaries

What if I want do not want to make changes to my benefit selections in 2023?

Whether you elect to make changes or keep everything the same in 2023, *all employees must complete an Open Enrollment Choice Form* and return it to the Department of Human Resources **by December 6th, 2022**. This form is located on the "Employee Access" page (link at the bottom of the Home page on the City's website) or [click here](#). Completed forms may be submitted to HR via email at dupontHR@dupontwa.gov, in the HR inter-office mailbox, or in-person to Tiffany in the HR office at City Hall.

What if I do want to make changes to my benefits selections in 2023?

You will need to complete the *Open Enrollment Choice Form* along with the applicable benefit enrollment or change forms and turn them in to HR via email at dupontHR@dupontwa.gov, in the HR mailbox, or in-person to Tiffany at City Hall **by December 6th, 2022**. All forms must be received in HR by this date. Open enrollment and benefit change forms are located on the "Employee Access" page (link at the bottom of the Home page on the City's website) or [click here](#).

Benefit information including each provider's Summary of Benefits (SBC) and contact information can be found on the Human Resources page of the City's website at: <http://www.dupontwa.gov/119/EmployeeBenefits>.

What if I currently have health insurance with the City but would like to cancel my coverage? You can "opt-out" of the City's health insurance plans starting January 1, 2023, by submitting the *Open Enrollment Choice Form*, along with the *Waiver of Insurance Form*. These forms are located on the "Employee Access" page (link at the bottom of the Home page on the City's website) or [click here](#).

How do I get more information? Our benefit vendors will be providing virtual zoom meetings, webinars, and/ or individual virtual appointments to provide information and answer general benefit questions. See the "2023 Open Enrollment Vendor Schedule" for more information, located on the "Employee Access" page (link at the bottom of the Home page on the City's website) or [click here](#)!

Have additional questions? Feel free to reach out to the HR team by email at DuPontHR@dupontwa.gov with any questions regarding the Open Enrollment process, questions about your current benefit selections, to return your enrollment forms by email, or to request a printed copy of forms or benefit materials.

Best Regards and Well Wishes!

Sabrina Kearney, HR Director