

To: All County Employees
From: Colleen Q. Skipper – Human Resource
Subject: Open Enrollment

The month of August 2006 will be Open Enrollment. This is the one time a year when all permanent County Employees have the opportunity to make changes to their current insurance policy without a “qualifying event.”

You, the employee, have the opportunity to add, delete or make any necessary changes to your current insurance. If you are one of those people that missed the “window” when you were hired and would like to be added to our health insurance, now is the time to do it. This year we will also be offering an additional dental plan.

If you are currently on the “flex plan”, you may switch to our health insurance at this time.

All changes will take effect October 1, 2006. Any monetary changes you make to your insurance policy will be withheld in your September payroll. Our insurance plans are paid one month in advance.

Open enrollment dates will be August 28, 29 & 30th Monday 28, from 8:00 to 5:00 p.m. and August 29 & 30th from 12:00 to 5:00 p.m. Insurance representatives will be set up in the County Commissioners Board Room and will be there to help you with any changes or questions you may have.