

TO: All Youngstown State University Staff Eligible for Health Insurance Coverage

FROM: Kathy Bouquet, Manager of Employee Benefits
Office of Human Resources

**SUBJECT: HEALTH INSURANCE ANNUAL OPEN ENROLLMENT
ENROLLMENT DEADLINE: FRIDAY NOVEMBER 20, 2009**

There are no major changes to the benefit package this year. If you would like more information about your current benefit package or are considering enrolling in a different insurance plan, I would encourage you to attend one of the Open Enrollment Sessions.

Representatives from Medical Mutual will be on campus for the Open Enrollment Sessions which will all be held in **Kilcawley Center** and are scheduled as follows:

- **October 12, 2009, 9:00 a.m. to 12:00 noon Jones Room Kilcawley Center**
- **October 13, 2009, 1:00 p.m. to 4:00 p.m. Art Gallery Kilcawley Center**
- **October 16, 2009, 9:00 a.m. to 12:00 noon Jones Room Kilcawley Center**
- **October 21, 2009, 1:00 p.m. to 4:00 p.m. Jones Room Kilcawley Center**
- **October 22, 2009, 9:00 a.m. to 12:00 noon Jones Room Kilcawley Center**
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**MEDICAL MUTUAL REPRESENTATIVES WILL GIVE BENEFIT PRESENTATIONS
AT START OF EACH SESSION**

Summary Sheets, provider books, and applications will be available at Open Enrollment and/or they will also be available *for you to pick up* out side of our office (Jones Hall Room 3025) any time during Open Enrollment. You may also visit our website at <http://www.cc.yсу.edu/hr> for a side-by-side benefit comparison. **Please note there is a 5:00 p.m. Friday November 20, 2009 deadline. All enrollment applications must be completed and returned to the Office of Human Resources no later than that date. There will be no exceptions to this deadline.**

Please remember, your enrollment decision is irrevocable from November 20, 2009 through

December 31, 2010. ALSO, PLEASE NOTE THAT WITH ANY LIFE CHANGING EVENT (BIRTH, ADOPTION, DEPENDENT BECOMING INELIGIBLE, MARRIAGE, DIVORCE, CHANGE OF NAME OR ADDRESS, ETC.) IT IS THE EMPLOYEE'S RESPONSIBILITY TO NOTIFY THE BENEFITS OFFICE WITHIN 30 DAYS OF THE EVENT.