



UPDATED Information & Extended Deadlines

Open Enrollment Extended

Open Enrollment in the City's Flexible Spending Plan (*City Flex*) has been extended to **July 15, 2020**. Participate in one of the additional webinar sessions below to learn about the changes and let C-Flex show you how to put more money in your pocket by using *City Flex* to save taxes on medical and dependent care expenses. (Session start times are noted in parentheses.)

The deadline to enroll is: Wednesday, July 15, 2020.

Please keep in mind that if you submit your enrollment form in July, you may have a larger deduction due to the July 15, 2020, pay period being missed. *(In addition, appointees whose City service will end on January 2, 2021, or earlier, will report the end date on the enrollment form and would have larger deductions since the total amount funded will be spread out over fewer pay periods.)** Employees who separate from City service or become ineligible prior to the end of the plan year must use their funds before separating from service or becoming ineligible (see below for eligible requirements).

Due to the unique circumstances presented by the coronavirus pandemic, employees will now be allowed until December 31, 2020, to use any unused monies from their Healthcare and/or Dependent Care FSA's for the July 1, 2019 to June 30, 2020 plan year as long as they remain an eligible employee.

Please see the attached information sheet for additional information on special provisions due to COVID-19.

*Similarly employees who answer "Yes" to the question on the enrollment form on whether they plan to retire/terminate prior to the end of the plan year will see larger deductions.

If you enrolled during the Open Enrollment Period that ended on June 15, 2020, but wish to change your enrollment for the 7/1/2020 to 6/30/2021 plan year, please send an email to cityflex@nbsbenefits.com explaining the change you'd like to make.

ALL ADDITIONAL INFORMATIONAL SESSIONS WILL BE CONDUCTED VIA WEBINARS

- Thursday, July 2nd (Noon)
- Thursday, July 9th (11:00 a.m.)

Please see attached sheet for instructions.

Employees who wish to participate in one of the above webinar sessions during work time must clear their attendance with their departments. The following applies:

- Only employees who are eligible to participate in the Flexible Spending Plan may be allowed time off.
 - To be eligible, the employee must:
 - Be an employee of the City, and
 - Be eligible for membership in the Employees' Retirement System (appointment is for at least half-time and more than 3 months)
- Operations permitting, employees will be allowed up to one hour off to participate in an FSP open enrollment webinar.
 - Employees who are permitted to participate in a webinar session will NOT be required to sign out for vacation leave or comp time.
 - **Employees who participated in a webinar on work time during the open enrollment period that ended on June 15, 2020, must use their own time to participate in one of the additional webinars.**
- Employees who must remain on duty, who are on Administrative Leave, or working at home, will not be given time off at a later date, nor will they be given overtime to participate in a webinar session outside of their scheduled work hours.
- Employees whose work schedules do not coincide with a scheduled briefing will not be given additional time off or overtime should they choose to participate in a webinar briefing on their own time.

If you are unable to participate in a webinar session, please contact the Plan Administrator at (800) 274-0503 for information and an enrollment packet. You may also view the information on the City Flex website by going to <https://www.nbsbenefits.com/cityofHonolulu/>.

If reasonable accommodations are needed, please contact 768-8542/cperez1@honolulu.gov or 768-8540/kkepaa@honolulu.gov as soon as possible or at least one (1) week in advance of the session.