

Enrolling In Benefits

Overview

OPEN ENROLLMENT

November 1, 2023 – November 30, 2023

This Benefits Guide provides an overview of your benefit options and additional information to help you make your enrollment decisions. The 2024 Open Enrollment is offered to employees enrolled in the Cleveland Metropolitan School District Employee Benefit Plans. While everyone is encouraged to take this once a year opportunity to review their annual elections, please note the specific instructions below.



IMPORTANT:

- Flexible Spending Account (FSA) enrollment elections do NOT automatically renew and must be RESELECTED for 2024.
- If you previously opted-out of benefits, you must opt-out every year to receive the opt-out payment.
- If you are currently enrolled in the medical, drug, dental, vision or life insurance plans, and are satisfied with your current benefit coverage you do NOT need to take any action regarding those plan elections.
- If you wish to make any changes in your coverage or plan elections, you must login and make the change.

ENROLL: MAKING YOUR ELECTIONS

YOU MUST USE WORKDAY TO ENROLL OR MAKE BENEFIT CHANGES

Notifications and instructions for Open Enrollment are sent through the Workday Inbox. You can access the 2024 Open Enrollment, which provides detailed information about the medical, drug, dental, vision, flexible spending accounts (FSA), and life insurance options that are available to you.

SPOUSAL SURCHARGES

If an employee enrolls his/her spouse in the District's health insurance program and that spouse is eligible to participate in a group health insurance sponsored by his/her employer or retirement plan, the bargaining members will pay an additional monthly premium contribution for family coverage.

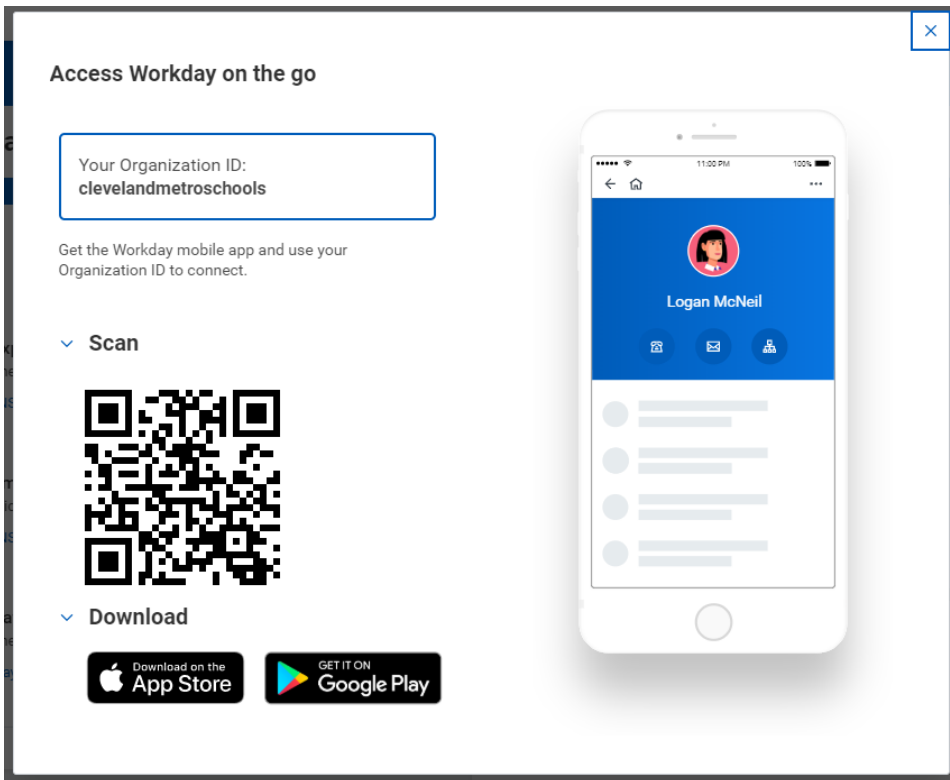
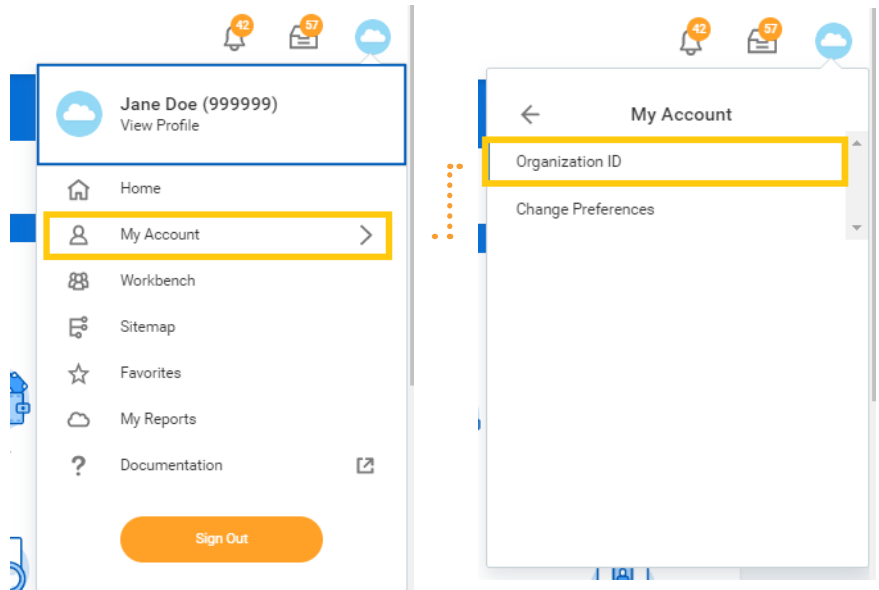
However, upon the spouse's enrollment in his/her employer's healthcare plan or retirement plan, the additional contribution will not apply if that plan will provide primary coverage for the spouse and the District's plan will provide secondary coverage. **Spousal surcharge amount is identified on the premium rate page.**

ACTION ALERT:

Choose your benefits wisely! After the enrollment deadline, benefit elections cannot be changed or canceled until the next enrollment period unless a qualifying event occurs.

How to Access Workday Mobile App to Make Your Elections

1) Log in to Workday and click on the icon in the upper right corner to open the profile dropdown options. Click on 'My Account' and select 'Organization ID'.

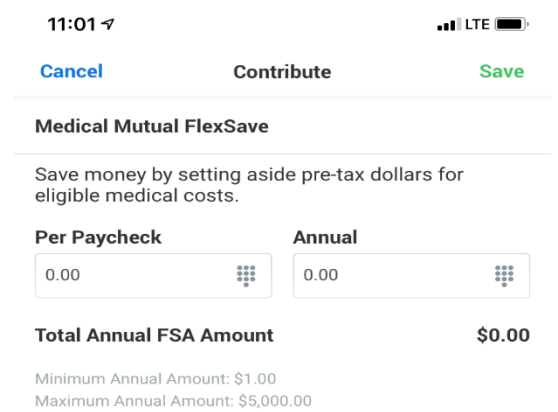
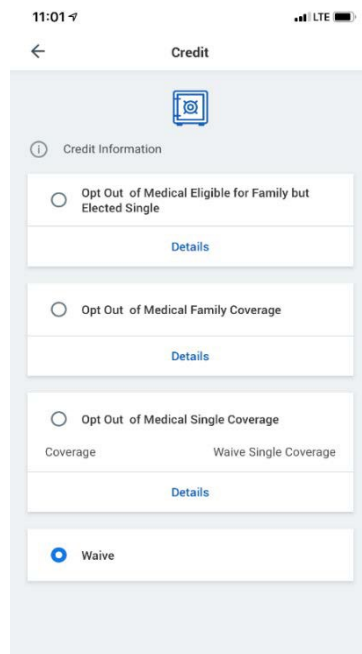
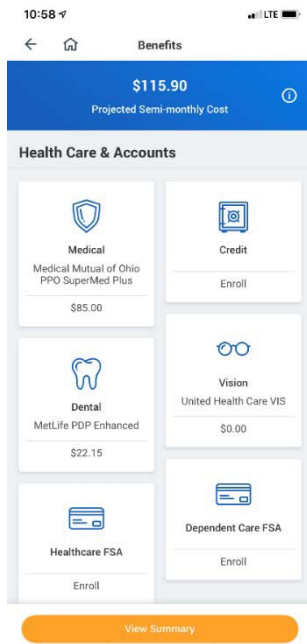


2) After downloading the app, use the Organization ID or QR code to access Workday on your smartphone or tablet.

Making Your Elections

How to Begin

Use Workday on an internet enabled device, computer or app to view/enroll/change/add/delete/opt-out. You can enroll at home, work, or through any other internet enabled computer. The system is available 24 hours per day, 7 days per week **November 1, 2023-November 30, 2023.**



- Make changes or updates to benefits plans directly from your phone!
- Easy access to Opt-Out options and FSA enrollments.

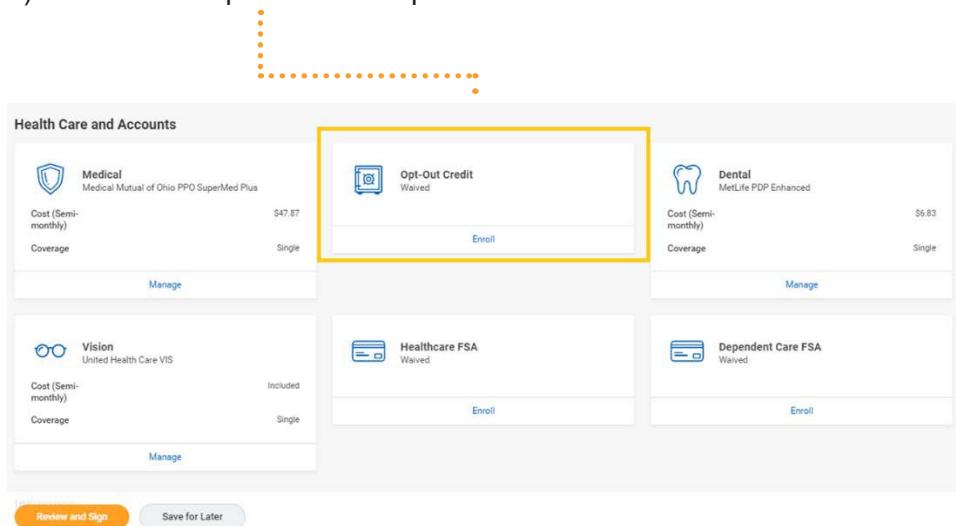
Opt-out Information

You **MUST USE WORKDAY** to enroll and ELECT “Credit-Opt-Out” in the medical coverage option each year to qualify for the Health Care Waiver.

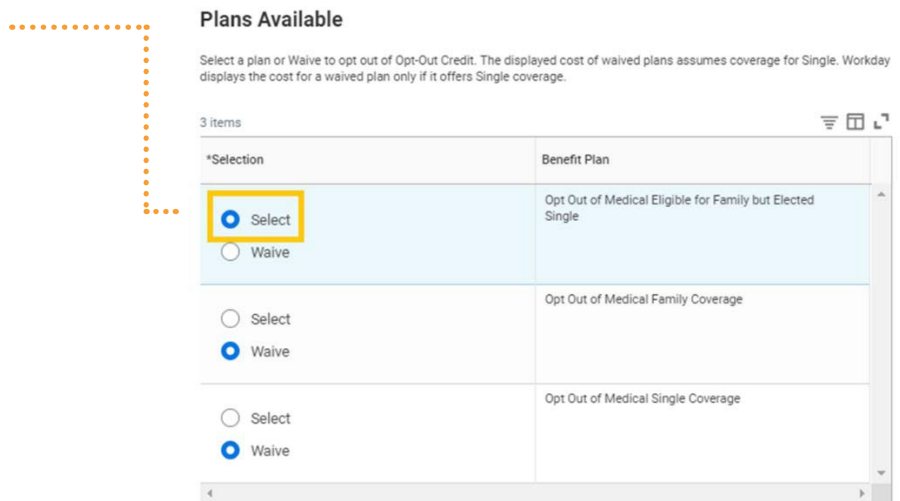
- You **MUST** submit proof of other medical coverage (coverage not provided by the Cleveland Metropolitan School District)
- Opt-Out payments will be included in the second paychecks in April and October 2023.
- If you wish to waive coverage for your eligible family members and elect single coverage for yourself, you must list your eligible dependents in the dependents section. Please see example below.

How to Opt-Out:

1) Click on the Opt-out Credit option in the enrollment event.



2) Click ‘Select’ on the plan you wish to elect and then ‘Confirm and Continue’.



Confirm and Continue Cancel

3) Select the coverage type from the drop down menu and click 'Save'.

Please note, at least one dependent is required for the Family or Eligible for Family options.

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * × Eligible for Family but Elected Single ... ☰

Add New Dependent

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	John Smith	Spouse	10/21/1987

You have dependents covered under your health care plan without a Social Security Number. Enter their Social Security Number (SSN) or Reason SSN is Not Available if you don't have access to their number at this time.

Save

Cancel



Your Opt-Out Credit changes have been updated, but not submitted

Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.



Opt-Out Credit

Opt Out of Medical Eligible for Family but Elected Single

Coverage Eligible for Family but Elected Single

Dependents 1

Manage

4) When all desired elections have been made, be sure to 'Review and Sign' any changes. No changes will be processed if the event is not **SUBMITTED**.

Submitting Your Elections

A confirmation statement can be viewed, saved or printed once the event has been submitted.

NOTE: If two married employees both work for the District, neither employee can opt-out of coverage and receive the Health Care Waiver. Opt-Out guidelines may vary per union agreement. Refer to your labor agreement for specific Opt-Out guidelines.

Submitted

You've submitted your elections.

All enrollments must be submitted by November 30, 2021. If no elections are submitted, the event will be removed from your inbox and no changes will be made.

If you are submitting these changes before November 30th and would like to make a change, please visit your Benefits App and click on the Open Enrollment task bar to update your submission.

Please note: the date of 12/15/2021 listed below is in reference to the pay period for the coverage begin date of January 1st.

****REMINDER: All changes are effective January 1, 2022.****

For any questions or issues, please email Benefits@ClevelandMetroSchools.org.

All enrollments for the 2022 calendar year are captured in the 2021 Benefits statement below. Please remember you can print a copy of your confirmation statement for your records.

Important Dates:

Benefits go into effect 12/15/2021

Final day to update benefits 11/30/2021

[View 2021 Benefits Statement](#)

After You Have Enrolled

A confirmation statement will be displayed to verify your benefit elections. Please print a copy for your records.

ASSISTANCE

If you need help or have questions email benefits@clevelandmetroschools.org

MAKING CHANGES DURING THE YEAR

If you experience a qualifying event and need to make changes to your benefits during the year, please follow the instructions below.

- Log into Workday
- Click on Benefits App
- Under “Change”, choose Benefits
- Select your Benefit Event Type
- Enter your Benefit Event Date (example: date of birth of newborn, date of marriage, etc.)
- Be sure to attach a supporting document or the event WILL NOT be processed (example: proof of birth letter, marriage certificate, etc.)
- Click “Submit” at the bottom of the screen and you will be prompted to make your enrollment selections.
- Once the event is completed and submitted, it will be sent to Benefits for approval. If anything is missing, the event will be sent back to you with the option to make the necessary changes.

