Q: What is Open Enrollment?
A: Open Enrollment is the time for you to make changes to your benefits! The only other time you can make changes to their benefits is if they experience a Qualifying Life Event (QLE), such as marriage, divorce, birth, or adoption of a child, or if they lose coverage through a spouse. During Open Enrollment, you may:

1. Enroll or change your medical insurance plan
2. Add and/or drop dependents
3. Start (or renew) pre-tax contributions towards a Flexible Spending Account

   Update beneficiaries on your Life Insurance Policy and/or 457 Retirement Account (although these changes may be completed at any time). [Update your beneficiaries here](#)

Q: How do I know which benefits I’m enrolled in or have access to?
A: Staff is encouraged to participate in the Benefits Fair and virtual information sessions, come learn about the benefits the district offers or find out which benefits you are currently enrolled in!

Q: What are the employee premium contribution amount for medical and dental in 2023?
A: Staff may review the employee premium cost sheet linked [here](#) for medical and dental amounts effective January 1, 2023.

Q: How do I update my personal information (address, name, preferred name, personal email address, etc.)?
A: Employee Self-Service grants employees access to review, update and add their personal information including legal name, preferred name, personal email, demographics, address, emergency contacts, telephone numbers, and tax form delivery. Ensure all the personal information is up to date by logging into [Employee Self-Service](#) and referencing the [guide](#).

Q: How do I fill out Open Enrollment forms?
A: All employees are required to complete their enrollment changes through [NEOGOV eForms](#); within eForms, you will have the ability to:

- Complete and submit your enrollment forms;
- Complete the Acknowledgement Form, verifying there will be no changes to your benefits effective January 1, 2023. All existing coverage options will roll over, and your premiums will adjust automatically.
- [Flexible Spending Account](#): If you currently participate in a Flexible Spending Account (FSA) and you wish to continue contributing towards your FSA in the 2023 calendar year, you must complete a new FSA Form to elect your annual contributions towards qualified medical expenses or dependent care account.

If you do not wish to submit your enrollment changes through NEOGOV eForms, please get in touch with [humanresources@thprd.org](mailto:humanresources@thprd.org) or attend an on-site event so an HR representative can provide
enrollment forms. If emailed, all submitted documents must be password protected to ensure your personal information remains secure; employees may also send enrollment forms to the Administration Building (HMT), Attn: Human Resources

Q: What forms do I need to fill out?
A: The following is a list of all benefit forms available for you to submit. If you are enrolled in these benefits, please reach the description to determine if you need to re-submit an enrollment form. If you are not enrolled in one of these benefits, you will only need to fill out the form if you wish to enroll. New Employees: Benefits with an asterisk (*) are only available after a 6-month waiting period. Human Resources will provide you with these forms once you have reached your 6-month anniversary. Please do not fill out these forms during Open Enrollment unless asked to by your Human Resources Business Partner.

Medical Insurance: Kaiser
Only complete the form hyperlinked below if you wish to make changes to your medical plan such as switching to another THPRD-offered plan (Added Choice, HSA-Eligible, or Traditional HMO) or if you need to add and/or drop any dependents from your plan. For additional information relating to the Kaiser Permanente medical insurance benefit, click here.

Complete form here
Do not complete this form: If there are no changes to your medical plan and/or dependents.

Dental Insurance: Moda*
Only complete the Moda Dental Enrollment & Change Form if you wish to add and/or drop dependents from your dental benefits; as a reminder, Moda provides one plan option which is the Moda Premier Dental Plan. For additional information relating to the Moda dental insurance benefit, click here.

Complete form here
Do not complete this form: If there are no changes to the dependents covered under your dental insurance.

Flexible Spending Account (FSA)
The Flexible Spending Account (FSA) is an optional benefit that allows employees to put aside pre-tax dollars through payroll deductions; this annual election is distributed evenly over the calendar year (26 pay periods). Employees that enroll in an FSA can put aside separate pots of money to pay for medical expenses, dependent care, and transportation expenses with pre-tax dollars and as specified on the enrollment form.

Only complete the Flexible Spending Account (FSA) enrollment form if you wish to make pre-tax contributions towards a Health Care, Dependent Care, or Transportation FSA. To maintain the same contributions you elected in 2022, you must re-enroll yearly. For additional information relating to the Flexible Spending Account benefit, click here.

Maximum Amount CY2023
Dependent Care Expenses
Marriage-Filing Jointly: $5,000
Married-Filing Separately: $2,500

General-Purpose Health FSA
$3,050

Complete form here
Do not complete this form: If you do not wish to contribute to a Flexible Spending Account in 2023.

Transportation Benefit
THPRD provides you the opportunity to pay for work-related transportation expenses with pre-tax dollars through payroll deductions, such as work-related parking, transit passes to travel to-and-from work or between job sites, and van pooling.

Only complete the Transportation Enrollment & Change Form if you wish to set aside pre-tax dollars to pay for work-related parking, transit passes, and vanpooling; this benefit is not available to spouses or other family members. For additional information relating to the Transportation benefit, click here.

Complete form here
Do not complete this form: If you do not wish to participate in the Transportation benefit.

Life, Accidental Death & Dismemberment (AD&D), Long Term Disability*
THPRD pays a fifty-thousand dollars ($50,000) life insurance benefit and fifty-thousand dollars ($50,000) accidental death and dismemberment benefit for represented employees, and one-hundred thousand dollars ($100,000) life insurance benefit and one-hundred thousand dollars ($50,000) accidental death and dismemberment benefit for non-represented employees. However, you can elect to increase these amounts and pay the additional premium cost through payroll deductions.

Only complete this form if you wish to elect additional coverage above the district-funded rate; rates for voluntary insurance may be calculated here.

Complete form here
Update your beneficiaries here
Do not complete this form: If there are no changes to your Life and Accidental Death & Dismemberment (AD&D) insurance elections or if you do not wish to enroll in this insurance.

UNUM Long-Term Care*
Whether it’s due to a motorcycle accident, or a serious illness, long-term care insurance help to provide the care you may need if you couldn’t independently perform the basic activities of daily living including bathing, dressing, using the toilet, or transferring from one location to another. Only complete this form if you want to increase your coverage or have not enrolled yet. Please contact Human Resources at humanresources@thprd.org if you wish to enroll your spouse
and/or any other family members. For additional information relating to the Long-Term Care benefit, click here.

Complete form here
Do not complete this form: If you are already enrolled in Long-Term Care or do not wish to enroll at this time.

Health Reimbursement Arrangement (HRA)*
The Health Reimbursement Arrangement (HRA) is automatically funded if you continue coverage under the Traditional-HMO or Added Choice plans; THPRD funds this account with $300 per plan year; any funds not used by the end of the plan year are forfeited. There is no longer a fee associated with the Benefit “Benny Card; the Benny Card grants you access to charge your qualifying purchases from your HRA (and/or FSA) at any health-related business that accepts MasterCard.

Only complete this form if you are changing your medical plan from the HSA-Eligible (HDHP) to either the Added Choice or Traditional HMO plans or, if you wish to enroll (or unenroll) in the Benny Card. For additional information relating to the Health Reimbursement Arrangement (HRA), click here.

Complete form here
Do not complete this form: If you are already enrolled in the district-funded Health Reimbursement Arrangement or do not wish to enroll at this time in this benefit or benny card.

Health Savings Account (HSA)*
Partnered with Bank of America, THPRD provides a district-funded Health Savings Account (HSA) to employees enrolled in the HSA-Eligible (HDHP) plan. Employees (including new hires) who qualify for the HSA may elect additional pre-tax dollars to pay for medical expenses. Employees can use HSA funds to pay for any qualifying medical, dental, vision, and prescription expenses; any unused dollars carry over from year to year, and the funds are portable if you change medical plans or end your employment with THPRD.

The district-funded HSA includes $1,500 for individuals and $3,000 for families, which covers your yearly deductible! *Funded for full-time employees after observing a six (6) month waiting period).

Maximum Amount CY2023
Individuals: $3,850
Families: $7,750
Note: Account holders age 55+ can make an annual catch-up contr

Complete form here
Do not complete this form: If you have the Traditional HMO or Added Choice medical plan or do not wish to contribute beyond the district-funded HSA.
Q: How do I see how much money I have remaining in my FSA or my HRA?
A: You can view your balance information, submit receipts, and manage your account by logging into your PacificSource account. If you have trouble logging in or locating your username or resetting your password, you may contact PacificSource Customer Service (541) 485-7488 or toll-free at (800) 422-7038.

Q: Do I need to fill out enrollment forms if I only need to update my address?
A: If you have a new address, please update your information via Employee Self-Service (directions linked here). Human Resources will update your information within Unum (Life Insurance, Long-Term Care). For all other providers, please log into your accounts with those providers to update your address:
  - Medical: Kaiser (log-in here)
  - Dental: Moda (log-in here)
  - MissionSquare (log-in here)
  - PacificSource (log-in here)
  - Bank of America – HSA (log-in here)