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PERSONNEL CABINET

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Tim Longmeyer
Secretary

MEMORANDUM

PERSONNEL MEMO 15-27

TO: Cabinet Secretaries
Agency Heads
Human Resource Administrators

FROM: Tim Longmeyer **TML**

DATE: September 28, 2015

SUBJECT: Open Enrollment: Health Insurance Benefit Fairs, 2016 Plan Year

The Personnel Cabinet has scheduled 14 benefit fairs throughout the state from October 1 – October 20, 2015 (see attached).

At the benefit fairs, employees will be able to meet with representatives from the Personnel Cabinet's Department of Employee Insurance, Kentucky Retirement Systems, Kentucky Teachers' Retirement System, and from our vendors (Anthem, HumanaVitality, Vitals SmartShopper, WageWorks and CVS Caremark).

Information will be available about the health insurance plans, Health Reimbursement Accounts (HRAs) and Flexible Spending Accounts (FSAs) offered by the Kentucky Employees' Health Plan (KEHP) for the 2016 plan year.

The fairs are for the benefit of state employees, as well as employees of local boards of education, health departments, KCTCS, KET, other public employees, and eligible retirees in KRS, KTRS, and the judicial and legislative retirement Systems.

Similar to the Kentucky Employees' Deferred Compensation Expos, we ask that you allow employees, upon request, up to two hours to attend a benefit fair during normal working hours. If employees ask the Personnel Cabinet about attending a fair during working hours, they will be advised that agencies will make those decisions on an individual basis and the decisions will be based on required service levels and agency needs.

We encourage you to carefully review any request to attend during work hours and, if possible, allow employees to attend.

Attachment: Benefit Fairs Schedule

October 2015 Open Enrollment Benefit Fair Schedule

Online enrollment assistance will be available at all locations for active employees and KTRS retirees only. Flu shots will be available at Franklin, Fayette, and Jefferson County Benefit Fairs on a first come, first served basis.

Monday	Tuesday	Wednesday	Thursday	Friday
			October 1 Franklin County 8 a.m. – 6 p.m. State Office Building Auditorium 501 High Street Frankfort, KY 40601	October 2 Jefferson County 8 a.m. – 5 p.m. KY Fair & Expo Center East Hall B – North Wing Louisville, KY 40209
October 5 McCracken County 2 p.m. – 6 p.m. Western KY Community & Technical College, Emerging Technology Center, Rooms 109 & 112 5100 Alben Barkley Drive Paducah, KY 42002	October 6 Hopkins County 2 p.m. – 6 p.m. Jesse Stuart Elementary School, 1710 Anton Road Madisonville, KY 42431	October 7 Christian County 4 p.m. – 7 p.m. Christian County Middle School 215 Glass Avenue Hopkinsville, KY 42240	October 8 Harlan County 2 p.m. – 6 p.m. Southeast Community & Technical College, Harlan Campus, 164 Ball Park Road Harlan, KY 40831	October 9 Warren County 2 p.m. – 6 p.m. Briarwood Elementary 265 Lovers Lane Bowling Green, KY 42103
October 12 Fayette County 4 p.m. – 7 p.m. Tates Creek High School 1111 Centre Parkway Lexington, KY 40517	October 13 Boyle County 4 p.m. – 7 p.m. Danville High School 203 E. Lexington Avenue Danville, KY 40422 Madison County 4 p.m. – 7 p.m. B. Michael Caudill Middle School 1428 Dr. Robert Martin Bypass Richmond, KY 40475	October 14 Laurel County 2 p.m. – 6 p.m. Laurel County Board of Education GC Garland Administration Building 710 N. Main Street London, KY 40741	October 15 Boone County 2 p.m. – 6 p.m. Gateway Community & Technical College 500 Technology Drive Florence, KY 41042	October 16
October 19 Boyd County 4:30 p.m. – 7:30 p.m. Boyd County High School Commons Area & Media Center 14375 Lions Ln. Ashland, KY 41102	October 20 Pike County 4 p.m. – 7 p.m. Pike County Central High School, Cafeteria 100 Winners Circle Drive Pikeville, KY 41501	October 21	October 22	October 23

Note: All times listed are based on the area's local time zone.