



CITY OF OKLAHOMA CITY
— FIREFIGHTER —

2021 BENEFITS
GUIDE

City of Oklahoma City

Dear City of OKC Employee,

As I reflect back on my first several months with The City of Oklahoma City, I have been incredibly impressed by the adaptability and resiliency of each and everyone one of you. I also thankful for the warm welcome to The City, and proud to be part of this amazing organization. Together, we have faced learning how to serve our customers in new and innovative ways, we have worked together to keep each other healthy and safe, and we have learned how to operate in a more virtual manner. In that spirit, the Benefits Division is working to serve each of you through both virtual and onsite Open Enrollment. While the locations may be different, the focus of supporting your Benefits needs will remain the same. As you review your Benefits plans, know we are committed to ensuring you have the resources to keeping you and your dependents safe and healthy.

Aimee Maddera | Chief HR Officer

Things to Know for 2021

The 2021 Guide to Employee Benefits has been streamlined to provide easier access to the benefit programs offered to you. Additional information regarding the eligibility, administration, policies, and/or regulations that govern the City of Oklahoma City benefit programs can be found in the Disclosures and Supplemental Benefit Information Guide. Revisions and updates to the Disclosures and Supplemental Information Guide will be posted on the Benefits page of InsideOKC as well as www.okc.gov/oe.

New Onsite Open Enrollment Location

Employee Benefits is excited to announce the new location of the onsite enrollment for City administered benefits beginning Monday, October 19 thru Thursday, October 22. The new site is the Will Rogers Gardens at 3400 NW 36th St, Oklahoma City, OK 73112. This facility will allow us offer improved access and parking for both employees and retirees.

VEBA Open Enrollment

This guide contains information regarding City of Oklahoma City benefits available. The VEBA Open Enrollment is scheduled to be online from October 1st-28th. Please refer to the VEBA OE guide and/or contact VEBA for additional information for VEBA administered benefits.

Virtual and Onsite Appointments

American Fidelity will offer employees the opportunity to schedule an appointment for Open Enrollment. Two options will be available, in-person and new for this year a virtual appointment option. Please visit <https://americanfidelity.com/okc> to schedule your appointment.

Vendors

As a result of the COVID-19 pandemic, there will be no vendors present this year at the onsite enrollment. This change was necessary to maximize space for social distancing. If you need to reach a vendor, please refer to the back page of this guide. Employee Benefits is looking forward to having our vendors be a part of future Open Enrollments as conditions permit.

Additional Fitness and Wellness Option

Employee Benefits is excited to announce that YMCA has begun offering a discounted rate to City employees. To receive the discount, employees may be required to show proof of employment. Membership fees will be paid directly from the employee to YMCA. No payroll deduction option will be available. Additional information may be found on the YMCA page in this guide.

Hospitalization Plan

New for 2021, American Fidelity is offering a new hospitalization plan. This plan is designed to offer basic accident, illness, and hospitalization benefits into one plan with a low monthly cost. Additional information can be found on page 4 of this guide (website) to schedule your appointment.

Important Note: Benefits are subject to Labor negotiations with applicable collective bargaining groups. Benefits and/or rates referenced herein are subject to change. If such change occurs, employees will be notified.

City Benefits Program

Eligibility & Coverage Information

Plan Eligibility

Eligibility is determined by the requirements stated in the appropriate plan document or insurance policy. Since the plans are subject to change, eligibility may also change. If you change coverage from one plan to another, you and your dependent(s) must meet the requirements of the new plan selected.

Benefits Information

Additional information regarding your benefits can be found on InsideOKC. Just click on the Employee tab, then Benefits to find common forms, additional plan information, and contact information. If you need to meet with Employee Benefits, please call 297-2144 to set up an appointment.

Employee and Dependent Eligibility

You are eligible to participate in the City's health and welfare plans if you are classified as a regular, full-time active employee, excluding Fire Fighters, or in one of the following categories: 1) An employee on paid disability leave due to an on-the-job injury or illness who was a regular, full-time active employee on the date the disabling injury or illness occurred; 2) An elected official of the City; 3) The City Auditor or a regular, full-time active employee of the City Auditor's office; 4) The Municipal Counselor or a regular, full-time active employee of the Municipal Counselor's office; or 5) A full-time active Oklahoma City Municipal Judge; or 6) An eligible employee of a participating public trust.

Employees must provide official documentation establishing a legal relationship with dependents in order for the dependents to be eligible for coverage. **You and your dependents will not be covered until you complete the appropriate paperwork with the Employee Benefits Division, provide the necessary documents to be enrolled (i.e. birth certificates, marriage license, copy of the social security card, etc.), and pay the required premium(s). Acceptable documentation must be received in the Employee Benefits Division of the Human Resources Department within 31 days of becoming eligible.** Refer to the Guide to Qualifying Change in Status in this guide for additional information.

Eligible Dependents Include

- Spouse.
- Child(ren), under age 26, (or those who qualify as a dependent under the Internal Revenue Code).
- Child(ren) who are physically or mentally incapable of self support on the date coverage would otherwise end.

About this Guide

This benefit guide is a compilation of City sponsored employee benefits. It is intended for informational purposes only. The actual benefits available and the full descriptions of these benefits are governed in all cases by the relevant plan document, insurance contracts, and Ordinances and Resolutions of The City of Oklahoma City, and where applicable, collective bargaining agreements. If there are discrepancies between the benefit guide and the actual plan documents, insurance contracts, and Ordinances and Resolutions, the documents, contracts, and Ordinances and Resolutions will govern. Please refer to Supplemental Benefits Information and Disclosures for additional information.

Administrative Information

Clerical Error/Delay

Clerical error or delay will not invalidate coverage or cause coverage to be in force. Coverage is governed solely by terms and provisions of the Plans, and City policy. Additionally, payment or lack of payment of premiums will not cause coverage under a Plan to commence or terminate. However, upon discovery of clerical error or delay, which results in over or under collection of premiums, an adjustment will be made to reflect the correct amount of premiums. The City has the right to collect premiums owed by the employee and conversely, the employee will be reimbursed if an overpayment occurs. Additionally, if a clerical error results in the processing of claims against the Plan, any payments disbursed to providers will be invalidated and payment of services will be the responsibility of the employee.

HIPAA Compliance

The Health Insurance Portability and Accountability Act (HIPAA) requires that your health insurance plan limit the release of your health information to the minimum necessary required for your care. If you have questions about your claims, contact your insurance carrier first. If, after contacting the insurance carrier, you need a representative of the Employee Benefits Division to assist you with any claim issues, you may be required to provide written authorization to release information related to your claim. The City of Oklahoma City advises you that the HIPAA Notice of Privacy Practices is available to you by accessing <http://www.okc.gov/departments/HumanResources/benefits>. If you do not have access to the internet and you would like a copy of the HIPAA Notice of Privacy Practice, or if you have any questions, please contact a representative of the Employee Benefits Division at 405-297-2144.

IMPORTANT NOTICE: If dependent eligibility changes during the year you must notify the Employee Benefits Division of the Human Resources Department within 31 days of the qualifying event.

For more information, contact Employee Benefits at employee.benefits@okc.gov or 405-297-2144.

Enrollment for Plan Year 2021

Important Dates to Remember

Your On-site Enrollment Dates are:

October 19, 2020 - October 22, 2020

Your Period of Coverage Dates are:

January 1, 2021 - December 31, 2021

Open Enrollment Deadlines

Enrollment Form Changes Due:

October 31, 2020

Online Enrollment Changes Due:

October 31, 2020

Required Open Enrollment Legal Documentation Due:

October 31, 2020

Confirmation Statement Changes Due:

November 20, 2020

Annual Open Enrollment

Each year Open Enrollment provides you an opportunity to change plans and modify dependent coverage. Changes made become effective January 1, 2021, and will remain in effect through the plan year (January 1, 2021 - December 31, 2021).

What You Need to Do During Annual Open Enrollment

1. Review the benefits available and determine which plans best meet your needs.
2. Review the family members you have covered under the Plan. During the annual enrollment period, you are verifying that your dependents meet the City's benefit eligibility requirement. You may be required to provide supporting documentation.
3. Ensure the City has your correct mailing address on file in the Human Resources Department.

Remember...

We recommend reviewing your current information, including...

- Updating your beneficiaries.
- Removing ineligible dependents
 - If you are divorced, your ex-spouse is no longer eligible for health, dental, and /or vision coverage.
 - If a child no longer qualifies for coverage as a dependent (i.e. stepchildren who are no longer eligible due to divorce, loss of guardianship, etc.)

Enrollment Information

By taking no enrollment action, you will remain enrolled in the same benefit plan and premiums will automatically adjust to the new rates, with the exception of a Health Flexible Spending Account or Dependent Care Spending Account.

IMPORTANT NOTICE: The Health Flexible Spending Account and Dependent Day Care Spending Account require a new election each year. Any current FSA election from the current plan year will be terminated as of first day of the new plan year.

NOTE: If dependent eligibility changes during the year you must notify the Employee Benefits Division of the Human Resources Department within 31 days of the qualifying event.

In addition, coverage will only continue for the next plan year, if all required documents supporting eligibility for benefits have been provided to the Employee Benefits Division.

On-Site and Virtual Enrollment will be held

October 19-22nd, 2020 from 8:00 a.m. - 4:00 p.m.

NEW LOCATION - Will Rogers Gardens

3400 NW 36th St., OKC, OK 73112

Appointments are encouraged. To schedule your appointment, visit:

<https://americanfidelity.com/okc>

Self Service Enrollment will be held

October 15th - 31st, 2020

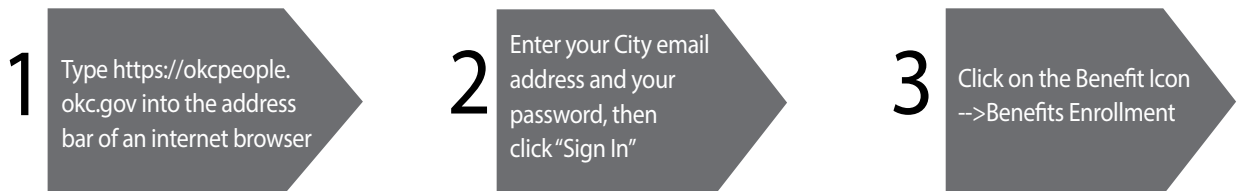
<https://okcpeople.okc.gov>

Three Easy Ways to Enroll

1

Enroll Self Service Enrollment

Enroll online from the convenience of your home using eBenefits. Note: by enrolling online you can **only** enroll in Vision and Flexible Spending Accounts. If you wish to enroll in voluntary products (Long-Term Disability, Cancer, Accident Only, Individual Term Life, or Permanent Life plans), you will need to attend the on-site enrollment. **If you are adding dependents to City sponsored benefit plans you will need to enroll on-site or by mail.**



NOTE: You may need to clear your internet cache/cookies.

If you have never logged onto the City's network using a username and password, have forgotten your username or password, or do not know your City email address, please contact an IT representative at 405-297-2727 for assistance. Additional Instructions for online enrollment are available on the Open Enrollment page in the Employee Benefits section of **InsideOKC**.

2

Enroll On-Site or Virtual Enrollment

On-site enrollment counselors will be available to assist you with the enrollment process. Employees are authorized up to two hours of paid leave to participate in the enrollment process. Refer to the Open Enrollment Schedule provided in this guide for your scheduled attendance dates. Please remember to discuss with your supervisor to determine the best date to attend. **Also, if you add dependent(s), you must provide appropriate documentation (i.e. birth certificate, marriage license, copy of the Social Security card, etc.) to the Employee Benefits division at enrollment, before dependent(s) will be added to the City's plan(s).**

By enrolling on-site you can enroll in:		
• Vision	• Accident Only Insurance	• 457(b) Savings Plan
• Long-Term Disability	• Cancer Insurance	• Fitness Center
• Individual Term Life	• Flexible Spending Accounts	• Permanent Life

3

Enroll by Mail

Complete your personalized Enrollment Statement included in your enrollment packet and return it by October 31, 2020. Additional enrollment instructions are provided on your statement. **If you are not making any changes, it is not necessary to return your enrollment statement. However, if it is determined that required documentation (i.e. birth certificate, marriage license, copy of the Social Security card, etc.) has not been provided, you will be required to submit the information to the Employee Benefits Division before coverage becomes effective.**



Remember: You must re-enroll in the Health and/or Dependent Care Flexible Spending Account EACH YEAR!

Documents required for Benefit Enrollment or Changes		
Birth Certificate	Medicare Card	Social Security Card
Dependent Eligibility Form	Common Law Marriage Affidavit and Documentation	Legal Guardianship Documents
Marriage License	Divorce Decree	Adoption Papers

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Additional information regarding the eligibility, administration, policies, and/or regulations that govern the City of Oklahoma City benefit programs can be found in the Disclosures and Supplemental Benefit Information Guide. Revisions and updates to the Disclosures and Supplemental Information Guide will be posted on the Benefits page of InsideOKC as well as www.okc.gov/oe.

Rates

Benefit Plan		Total Premium	Employer	Employee
Frequency of Deduction		Twice each month for a total of 24 times annually (1st & 2nd paycheck of the month)*		
VSP Vision Plan	Employee Only	\$3.50		\$3.50
	Employee + 1	\$6.49		\$6.49
	Employee + 2 or more	\$10.44		\$10.44

* For complete details, see the 2021 payroll calendar on page 25.

If you are an employee of a participating Trust of the City of Oklahoma City, your premium contribution rates are included on your Benefit Enrollment Form.



Our Game Plan to Keep Your Employees Safe

As we navigate the changes that have occurred since the pandemic began, American Fidelity realizes that the most important priority is the safety and well-being of our employees and yours.

While considering adjustments you must make at your organization, you may be wondering how your partners' business practices are changing.

We are taking a thoughtful approach and continuing to work hard to ensure safety. We will follow CDC guidelines as we approach in-person enrollments.

Here are some changes we will be incorporating:



Masks

Your account manager will wear a mask during one-on-one in-person benefits reviews.



Greetings

Handshakes have been a common practice in the past. Your account manager will no longer offer their hand as a greeting.



Handouts

All product and service promotional materials may be provided electronically if requested.



Sanitization

Hand sanitizer will be available and account managers will disinfect the area after each session, including cleaning the 10-key pad used for signatures.



Separation

To help maintain social distancing, a see-through plexiglass desktop shield partition will be set up between account managers and your employees.

Adhering to Your Guidelines

Social distancing guidelines are being implemented in most workplaces to reduce the spread of COVID-19. We understand you will likely have safety protocols in place when your employees return to work. Many of these guidelines will take time to get used to. Please let us know how we can assist with adhering to your standards.

Before entering your building, our account representatives are prepared to do the following:



Complete a questionnaire to demonstrate they are not diagnosed with or have symptoms of COVID-19



Have their temperature checked as part of the check-in process



Stay home if they are feeling sick and not return to work until authorized by a healthcare provider



Practice social distancing by following signage or limiting capacity in confined spaces



Maintain good hygiene and cleaning practices by cleaning hands often and sanitizing areas as needed



Our Promise to You

If one of our account representatives receives a positive COVID-19 diagnosis after visiting your location, we will communicate to you as soon as possible so that contact tracing can take place. Additionally, account managers that are traveling by mass transit or personal reasons will adhere to a 14-day quarantine before returning to your location.

We are committed to educating your employees about their available benefits and helping them complete their enrollment in as safe of an environment as possible.

Please contact your dedicated American Fidelity account manager to discuss specifics about your upcoming enrollment.



American Fidelity Assurance Company
americanfidelity.com

Employee Assistance Program

Alliance Work Partners

AWP is proud to serve as your EAP, offering you and your household valuable, confidential services at no cost to you. Your benefits are designed to help you manage daily responsibilities, major events, work stresses, or any issue affecting your quality of life.

Your EAP Benefits

Law Access

Legal and Financial services provided by a lawyer or financial professional specializing in your area of concern. Available online or by telephone.

HelpNet

Customized EAP website featuring resources, skill building tools, online assessments and referrals.

Worklife

Resources and referrals for everyday needs. Available by telephone.

SafeRide

Reimbursement for emergency cab fare for eligible employees and dependents that opt to use a cab service instead of driving while impaired.

1 to 6 Counseling Sessions

Per issue, per year. Short-term counseling sessions which include assessment referral and crisis services.

**All benefits can be accessed by calling:
800-343-3822**

We are available to take your call 24 hours a day, 7 days a week.

Visit your EAP website at:
awpnow.com
and create a customized account.

Go to: <http://www.awpnow.com>.
Click "login" at the top right

Initial Login:
registration code: AWP-OKC-2151
You will be prompted to create your own
unique username and password

Criteria for Benefits

Eligibility Full Benefits:

- Employee, married/divorced spouse, partner, significant other
- Any household member, regardless of age or relationship, residing in employee's home, including significant other and their children
- All covered employees may bring anyone with them to their authorized/covered sessions regardless of relationship to employee.
- Children and grandchildren, age 26 or under, residing in U.S. or Puerto Rico. This includes children and grandchildren of significant other or partner.
- Any person meeting benefit eligibility prior to lay-off or termination of an employee will continue to be eligible for benefits up to 6 months from the date of employee's lay-off or termination. Benefits are extended for 6 months from date of employee's call within this timeframe.

Assessment & Referral:

- Children and grandchildren age 27 and over of employee, married/divorced spouse, partner, or significant other living outside employee's home
- Employee instructed by law to receive court ordered counseling
- All crisis cases (suicidal/homicidal domestic violence, chemical dependence, substance abuse, child/elderly abuse) not otherwise covered
- Any person meeting benefit eligibility prior to layoff or termination of an employee will continue to be eligible for assessment and referral after 6 months and up to 1 year from the date of employee's lay-off or termination. Benefits are extended 1 year from date of employee's call within this timeframe.

Information & Referral

- Anyone contacting Alliance Work Partners regardless of contract status

Children under the age of 18 must have a written, signed release by their guardian who has custody (whether living in the home or not) to attend counseling on their own. This release is given to their affiliate provider. Divorced parents who bring their children in for counseling must bring a copy of their divorce decree or have signed permission from the other parent before bringing a child into counseling. Grandparents who bring their grandchildren into counseling must have proof of guardianship or written permission from the child's parents.

Vision Care Plan

VSP

Group ID#
30021658

Your VSP Vision Benefits Summary

Why enroll in VSP? Your eyes deserve the best care to keep them healthy year after year. Plus with VSP, you'll get a great value on your eyecare and eyewear.

Benefit	Description	Copay	Frequency
Your Coverage with a VSP Doctor			
WellVision Exam	<ul style="list-style-type: none"> Focuses on your eye health and overall wellness 	\$10	Every Calendar Year
Prescription Glasses		\$25	See Frame and Lenses
Frame	<ul style="list-style-type: none"> \$170 allowance for a wide selection of frames 20% off the amount over your allowance 	Included in Prescription Glasses	Every Calendar Year
Lenses	<ul style="list-style-type: none"> Single vision, lined bifocal, and lined trifocal lenses Polycarbonate lenses for dependent children 	Included in Prescription Glasses	Every Calendar Year
Lenses Options	<ul style="list-style-type: none"> Standard progressive lenses \$55 copay Premium progressive lenses \$95-\$105 copay Custom progressive lenses \$150-\$175 copay Average 20-25% off other lens options 	\$55 \$95 - \$105 \$150 - \$175	Every Calendar Year
Contact (Instead of glasses)	<ul style="list-style-type: none"> \$150 allowance for contacts 15% off contact lens exam (fitting and evaluation) 	\$0 up to \$60	Every Calendar Year
Diabetic EyecarePlus Program	<ul style="list-style-type: none"> Services related to diabetic eye disease, glaucoma and age-related macular degeneration (AMD). Retinal screening for eligible members with diabetes. Limitations and coordination with medical coverage may apply. Ask your VSP doctor for details. 	\$20	As needed
Extra Discounts and Savings	Glasses and Sunglasses	<ul style="list-style-type: none"> 20% off additional glasses and sunglasses, including lens options, from any VSP doctor within 12 months of your last WellVision Exam 	
	Retinal Screening	<ul style="list-style-type: none"> No more than a \$39 copay on routine retinal screening as an enhancement to a wellVision Exam. 	
	Laser Vision Correction	<ul style="list-style-type: none"> Average 15% off the regular price or 5% off the promotional price. Discounts only available from contracted facilities. 	

Your Coverage with Other Providers

Visit vsp.com for details, if you plan to see a provider other than a VSP doctor.

Exam	Up to \$45	Single vision lenses	Up to \$30	Lined trifocal lenses	Up to \$65	Contacts	Up to \$105
Frame	Up to \$70	Lined bifocal lenses	Up to \$50	Progressive Lenses	Up to \$65		

VSP guarantees coverage from VSP doctors only. Coverage information is subject to change. In the event of a conflict between this information and your organization's contract with VSP, the terms of the contract will prevail.

Enroll in VSP today. You'll be glad you did.

vsp.com
800-877-7195

VSP guarantees coverage from VSP doctors only. Coverage information is subject to change. In the event of a conflict between this information and your organization's contract with VSP, the terms of the contract will prevail.

VSP does not provide identification cards. Visit vsp.com for a list of providers and plan benefits.

Fitness Center

10GYM

Services include fitness club services, personal training, tanning and childcare. 10GYM offers membership in seven locations throughout the Oklahoma City metropolitan area. Employee's membership will include all 10GYM, locations. The City will facilitate employee membership payments by permitting payroll deduction for the membership fees. Deductions will be taken out of 24 pay periods annually. Membership contracts are between the employee and 10GYM should payroll deductions cease for any reason, members are personally and financially responsible for the payment of their membership fees to 10GYM. There will be a one-time card activation fee assessed when signing up for the membership. The card fee will be deducted with the first membership deduction. For enrollment information, call 918-809-1717.

Membership Includes:

- Access to All Locations: 10GYM
- Free Unlimited Guest Privileges
- Unlimited Group Fitness
- Free Unlimited Tanning
- Personal Training: Responsibility of the member/employee no payroll deduction allowed for these expenses.
- Childcare (Kid Fun Zone): \$5 + tax per pay period of one child; \$7.50 + tax per pay period for two or more children.

Membership:

\$9.50 + tax per pay period for employee only.

Additional Family Member:

\$2.50 + tax per pay period.

Initial Card Fee:

\$10.00 per membership, through payroll deduction. (Cards for additional family members will be provided at no additional costs.)

Replacement Cards:

\$5.00 each. Responsibility of the member/employee, no payroll deduction allowed for this expense.

10GYM

Find All Locations www.10gym.com

Gold's Gym

Services include Latest Cardio and Weight Equipment, Free Group Exercise and Cycle classes, Certified Personal Trainers*, Complimentary Fitness Assessment. Access to seven (7) locations in the Oklahoma City Metropolitan area and all Gold's Gyms worldwide.

Additional Amenities (vary by location):

- Free Child Care/Kid's Club
- Exclusive Cardio Cinema (Movie Theatre)
- Lap Pools
- Sauna, Hot Tub, Steam Room
- Basketball Courts
- Smoothie Bar

Membership:

Individual Membership \$19.95 per month (\$9.97 plus tax per pay period) + \$19.95 for each additional family member.

No Initial Card Fee. Deductions will be taken out of 24 pay periods annually. Membership contracts are between the employee and Gold's Gym. Should payroll deductions cease for any reason, members are personally and financially responsible for the payment of their membership fees to Gold's Gym.

*Personal Training: Responsibility of the member/employee, no payroll deduction allowed for these expenses.

Gold's Gym

Enroll On-line: <https://www.goldsgym.com/db-online/welcome-oklahoma-city-employees/>

Fitness Center

YMCA of Greater Oklahoma City

The YMCA of Greater Oklahoma City is a non-profit community benefit organization that operates 15 facilities in central Oklahoma and is open to all. Services include fitness centers, basketball gyms, pools, group exercise classes, indoor tracks, racquetball courts, pickleball courts, personal training, childcare while you work out, youth sports, teen programming, swim lessons, Summer Day Camp, Before & After School care, Child Development Center, volunteer opportunities and so much more.

City employees will receive a 50% discount on all joining fees and a 10% discount on Adult and Household monthly membership fees which can be paid through a monthly draft from a debit/credit/checking account, or annually. Employees can join by visiting any of the 15 locations and must present their employee ID badge to receive the discount.

Membership Includes:

- Clean and disinfected facilities
- Free Youth Sports with Household Membership
- Personal Training
- Member only program discounts
- Access to Y Fitness Tracker & Challenge App
- Unlimited use of any of our 15 locations
- Nationwide Membership
- Over 500 free land and water group exercise classes
- Free Working on Wellness consultation with a Certified Personal Trainer
- Online account access
- Digital membership cards
- Free towel service
- Free childcare, up to 1.5 hours, while you workout

Membership Rates

- **Adult:** \$36 per month | Joining Fee - \$35
- **Household:** \$58.50 per month | Joining Fee - \$52.50
 - A Household membership includes up to two adults and all children under 23 years of age living in a household.
- **Additional Adult:** \$18 per month

YMCA of Greater Oklahoma City

Join at any of our 15 locations or online at ymcaokc.org/join

Use discount code: CITYOKC

Flexible Spending Accounts

American Fidelity Assurance Company

Flexible Spending Accounts (FSA) are great cost savings tools to help with common medical and/or dependent care expenses not covered by your insurance. You can elect a portion of your pay to be deducted, on a pre-tax basis, from each paycheck to use for reimbursement of qualified out-of-pocket expenses throughout the plan year.

Flexible Spending Account Savings Example

With FSA		Without FSA
\$30,000	Annual Gross Income	\$30,000
-\$2,700	Health FSA Election	\$0
-\$5,000	Dependent Care Account Election	\$0
\$22,300	Taxable Gross Income	\$30,000
-\$4,460	Estimated Federal Tax (20%)	- 6,000
-\$1,705.95	Estimated FICA (7.65%)	- 2,295
\$16,278.75	Annual Net Income	\$21,705
\$0	Cost of Medical Expenses	-\$2,700
\$0	Cost of Dependent Care Expenses	-\$5,000
\$16,134.05	Spendable Income	\$14,005

With an FSA you have a potential annual savings of: \$2,129.05

By using an FSA to pay for eligible recurring expenses, you can cut down on your taxable income which will result in additional spendable income.

Healthcare Flexible Spending Account (Healthcare FSA)

A Healthcare FSA allows you to allocate money on a pre-tax basis to reimburse yourself for qualified medical expenses for you and your family. Qualified expenses include anything from copayments, medical deductibles, prescriptions and much more.

Minimum Annual Deposit: \$150

Maximum Annual Deposit: \$2,750

Carryover Provision - Typically, any Healthcare FSA amounts not used by the end of the plan year are forfeited. The Internal Revenue Service (IRS) guidance gives employers the ability to allow Healthcare FSA participants to carry over up to \$550 of unused contributions from one plan year to the next. This carryover amount may then be used to reimburse eligible medical expenses incurred anytime during the next plan year.

Healthcare FSA Funds Availability

Your full annual election is available to you on the first day of the plan year.

For a complete list of eligible FSA expenses, please visit www.americanfidelity.com

Benefits Debit Card

American Fidelity will provide a Benefits Debit Card to all employees who elect to participate in a Healthcare FSA (where offered by your employer.) The debit card gives immediate, convenient access to Healthcare FSA funds at the point of sale for prescriptions, copays, and other common qualified medical expenses. The card can only be used for the Healthcare FSA and is not available for the DCA.

Using Your Benefits Debit Card

Simply swipe your card like you would with any other credit card. Whether at the doctor's office or the dentist, the amount of your eligible expenses will be automatically deducted from your Healthcare FSA. Save ALL receipts!

Cards for Healthcare FSAs can be used at:

- Health care related facilities which include: hospitals, physician offices, dental offices, vision offices; and,
- Merchants participating in the Inventory Information Approval System (IIAS).
- The card is for medical expenses only; dependent day care expenses are not eligible.
- The card cannot be used for over-the-counter drugs filled with a prescription. You will need to file a manual claim for these types of expenses.

Dependent Care Account

A (DCA) allows you to allocate money on a pre-tax basis to reimburse yourself for the cost of dependent care services such as after school care and dependent day care centers.

Minimum Annual Deposit: \$240

Maximum Annual Deposit*: \$5,000

If you participate in a DCA, you must provide the IRS with the name, address and taxpayer identification number (TIN) or Social Security number of your dependent care provider(s) by completing either Schedule 2 of Form 1040A or Form 2441 and attaching it to your annual income tax return. Be sure that you follow the current instructions given by the IRS for preparing your annual income tax return. Failure to provide this information to the IRS could result in loss of the pre-tax exemption for your dependent care expenses.

Dependent Care Account (DCA) Funds Availability

Unlike the Healthcare FSA, the entire elected amount is not available on the first day of the plan year, but rather as contributions are received.

*Highly Compensated Employees as defined by IRS Tax Code § 414(q) may be required to reduce their elected amount based on nondiscrimination testing.

Flexible Spending Accounts

American Fidelity Assurance Company

File a Claim

Three Easy Ways

1. On your mobile device using AFmobile®

Use AFmobile to manage your reimbursement accounts and insurance benefits.

2. Online at americanfidelity.com

3. By mail or fax

Insurance Claim

American Fidelity Assurance Company, Attn: Benefits Department

P.O. Box 268898, Oklahoma City, OK 73125

Fax: 800-818-3453

FSA Claim

American Fidelity Assurance Company

Attn: Flex Account Administration

P.O. Box 161968, Altamonte Springs, FL 32716

Fax # 844-319-3668

*Obtain a claim form for your insurance claim at www.americanfidelity.com/fileclaim.

Using Our Mobile Access

Download AFmobile. To register, you will need:

- Your email address this should be the same email address provided at time of enrollment.
- Your Social Security Number.

Using Our Online Portal

Our online portal provides all the same great features as mobile, plus powerful self-service account access and education resources to help put you in the driver's seat.

Getting started:

- Register at americanfidelity.com
- Register using your email address and Social Security Number
- Once completed, access your reimbursement accounts and insurance benefits.

Direct Deposit

By enrolling in direct deposit, you can ensure a timely reimbursement! You will no longer need to worry about having to wait on checks or make any more trips to the bank.

Three ways to sign up for direct deposit:

1. Through your mobile app.
2. Online through your account at americanfidelity.com
3. By downloading a direct deposit request form

Important FSA Notes

- Participants are allowed a 90-day run-off period after the plan year ends to submit claims that occurred during the plan year but were not yet submitted.
- If you are a new employee entering the FSA during a plan year, expenses must be incurred after you are eligible to participate in the FSA.
- If you are enrolled in the Healthcare FSA and take a leave of absence during the plan year, you may:
 1. Prepay the contributions pre-tax;
 2. Continue the contributions on an after-tax basis (pre pre-tax contributions may continue when you return to work); or
 3. Prorate the unpaid contributions over the remaining pay periods when you return to work.
- Failure to make all elected contributions will result in termination of your account as of the date contributions ceased.
- Healthcare FSAs must comply with COBRA and offer COBRA continuation rights to qualified beneficiaries who lose their Healthcare FSA coverage as a result of termination of employment. Generally, COBRA may only be offered upon termination of employment if you have a balance remaining in your Healthcare FSA. The balance is calculated by subtracting the reimbursements made from the contributions received. You may choose to continue your contributions by either sending your contributions to your employer on an after-tax basis each pay period, or, you can choose to make a pre-tax contribution for your remaining election for the plan year from your severance pay. Expenses incurred while contributions are being made are eligible for reimbursement. The coverage generally may not continue beyond the current plan year. If you do not elect to continue the contributions on an after-tax basis, only expenses incurred during the period of employment will be reimbursed. Coverage under the Healthcare FSA ceases when the contributions cease.

IMPORTANT NOTICE: The Health Flexible Spending Account and Dependent Day Care Spending Account require a new election each year. Any current FSA election from the current plan year will be terminated as of first day of the new plan year.

Individual Term Life Insurance

AF™ Term Life Insurance

American Fidelity Assurance Company

Life insurance is an important factor to any family. It serves as a foundation to help in the case of a loved one's premature death. Plan today to make the right move for your loved ones.

American Fidelity Assurance Company offers an AF™ **Term Life Insurance** policy to help with your financial needs for your short-term and long-term goals.

How the Plan Works

Individual Term Life Insurance has a death benefit with no cash accumulation feature. The policy is initially written for a 10, 20 or 30-year term period, but may be renewed at the insured's option for the same level renewal period depending upon the term chosen.

The last level renewal period is no later than age 70 for the 10-year term policy and age 60 for the 20-year term policy. Thereafter, premiums are renewable annually up to age 90. The 30-year term policy is renewable annually after the initial 30-year term period up to age 90. Renewal rates will be based on the insured's age at the time of renewal.¹

Optional Riders

Enhance your base plan with the following riders:

- **Spouse Term**
- **Children's Term**
- **Waiver of Premium**
- **Accidental Death & Dismemberment**
- **Accelerated Benefit for Long Term Illness (30 Year Term Only)**

Coverage Feature	What It Means To You
Three Plan Options: 10, 20 and 30-Year Level Term Coverage	Choose the coverage period to meet your financial needs.
Guaranteed Death Benefit	Your death benefit is guaranteed during the initial term period you choose.
Accelerated Death Benefit for Terminal Condition	Receive a portion of the chosen death benefit if you are diagnosed with a covered Terminal Condition. Limitations and exclusions may apply.
Conversion Benefit	Turn your policy into a permanent plan any time up to age 70. The rate for your new plan will be based on your attained age.
Guaranteed Renewable	Renew your policy up to age 90 regardless of your health. ¹
Interim Coverage for Death	Death benefit coverage starts when the life insurance application has been signed and underwriting guidelines have been met.
Express Issue Application	Only 3 express issue health questions are required to issue coverage. ²
Portable	You own the policy. Take the coverage with you if you choose to leave your current job.
Payroll Deducted	Enjoy the convenience of having your premiums deducted straight from your paycheck.

¹Premiums are subject to increase upon renewal. ²Issuance of the policy may depend on the answer to these questions.

Limitations, exclusions and waiting periods apply. Please refer to your policy for complete details, Policy Form Series ICC14 RCTL14. Not generally qualified benefits under Section 125 Plans.

Universal (Texas) Life Insurance

Texas Life Insurance Company

It is impossible for life insurance to emotionally compensate for a loss, but it may help ease the financial obligations placed on your loved ones. Individual life insurance products can help.

Universal Life Insurance

(PureLife-Plus)

A voluntary permanent⁷ life insurance product that guarantees life insurance to age 121. (Underwritten by Texas Life Insurance Company)

Did You Know?

More Americans were relying on employer-sponsored life insurance coverage than individual coverage.¹

Ask your employer or your AFES representative can provide you with the opportunity for Group Life Insurance — but, do you have individual life insurance you can take with you after your employment ends? Life insurance at retirement can be very costly.

Consider a PureLife-Plus Policy!

Ask Employer or American Fidelity Representative how you can secure your permanent⁷ life insurance with a product that provides:

- Guaranteed death benefit to age 121.⁷
- Minimal cash value – premiums dedicated primarily to the purchase of life insurance.
- Long premium guarantees.²
- Limited right to partial refund of premium if future premium required to continue coverage increases.² (Conditions apply)
- Take it with you when you leave employment.
- Coverage available for employee, spouse, children and grandchildren.³

¹LIMRA: Life Ownership Focus, 2016.

²After the guaranteed period, premiums may go down, stay the same or go up.

³Coverage not available in WA on children or on grandchildren in WA or MD. In MD, child must reside with the applicant to be eligible for coverage.

⁴Some limitations apply. See brochure for details.

⁵Conditions apply. In Kansas, Temporary Insurance applies. Form 16M050.

⁶Issuance of this policy may depend on the answer to these questions.

⁷Provided required premiums are timely paid.

Flexible Premium Adjustable Life Insurance to age 121. PureLife-plus is underwritten and issued by Texas Life Insurance Company, 900 Washington Avenue, Waco, Texas 76701. Texas Life is licensed to do business in the District of Columbia and every state but NY. See the PureLife-plus brochure for details. Policy Form ICC18-PRFNG-NI-18 or Form Series PRFNG-NI-18. 19M010-C 1009 (exp0121)

Coverage Feature	What It Means To You
Several Product Options	Choose the coverage to meet your financial needs.
Guaranteed Premium ²	Your premiums are guaranteed for each applicable period.
Guaranteed Death Benefit ⁴	Your death benefit is guaranteed for the life of the policy provided premiums are paid when due.
Interim Coverage ⁵	Coverage normally begins when you complete the application and the authorization for your employer to deduct premiums from your paycheck. Two year suicide and contestability provisions apply. (one year in ND).
Enhance Your Coverage	Additional riders may be available on certain products to expand your policy.
Easy Application	No medical exams and minimal health questions. ⁶
Portable	You own the policy. Take the coverage with you if you choose to leave your current job.
Payroll Deducted	Enjoy the convenience of having your premiums deducted straight from your paycheck.

This product may not be available in all states and may contain limitations. Not generally qualified benefits under Section 125 Plans. Underwritten by Texas Life Insurance Company. Not affiliated with American Fidelity Assurance Company.

Accident Only Insurance

AF™ Limited Benefit Accident Only Insurance

American Fidelity Assurance Company

Whether a weekend warrior with an active lifestyle or the stay-at-home type, accidents can happen anytime, anywhere, without warning. Being prepared for the unexpected can make all the difference.

Being prepared for the unexpected can make all the difference. American Fidelity Assurance Company's AF™ **Limited Benefit Accident Only Insurance** policy can provide you with a solution for those unforeseen accidents that life sometimes delivers. Our Limited Benefit Accident Only Insurance is designed to help pay for the unexpected medical expenses an individual

How the Plan Works

Our Accident Only Insurance policy pays according to a wide-ranging schedule of benefits. In addition, the policy provides 24-hour coverage for accidents that occur both on and off the job.

All benefits are only paid as a result of Injuries received in an Accident that occurs while coverage is in force. All treatment, procedures, and medical equipment must be diagnosed, recommended and treated by a Physician. All benefits are paid once per Covered Person per Covered Accident unless otherwise specified in the Limitations and Exclusions section.

Optional Accident Disability Income Rider

This rider covers you 24-hours a day and pays a monthly benefit amount when a covered person becomes totally disabled due to Injuries received in a covered accident after the elimination period. The monthly benefit will be paid directly to you to use as you see fit.

Coverage Feature	What It Means For You
Plan Options: Basic, Enhanced and Enhanced Plus	Choose the plan to meet your financial needs.
Four Choices of Coverage: Individual, Individual and Spouse, Individual and Child, or Family	Choose the coverage that fits your lifestyle.
Wide-Ranging Schedule of Benefits	Covers all types of covered injuries.
Wellness Benefit	After the policy has been in force for 30 days, you receive a benefit for an annual routine exam, including immunizations and preventive testing once per policy per calendar year.
Accident Emergency Treatment Benefit	Receive a benefit when emergency treatment in a Physician's office or emergency room occurs within 72 hours of a covered accident.
Benefit Paid Directly to You, to use as you see fit	Use the benefit however best fits your financial needs.
Guaranteed Renewable	Keep your coverage as long as premiums are paid as required.
24-Hour Coverage	You are covered on or off the job.
Portable	You own the policy. Take the coverage with you if you choose to leave your current job. Your premiums will remain the same.
Additional Coverage Options	Enhance the base plan by adding an optional rider.
Payroll Deducted	Enjoy the convenience of having your premiums deducted straight from your paycheck.

Limitations, exclusions and waiting periods apply. Refer to your policy for complete details, AO-03 series with AMDI258 rider. **This product is inappropriate for people who are eligible for Medicaid coverage.** The premium and amount of benefits provided vary dependent upon the plan selected. The company has the right to change premiums by class. Availability of riders may vary by state.

Cancer Insurance

AF™ Limited Benefit Individual Cancer Insurance

American Fidelity Assurance Company

A cancer diagnosis may be overwhelming. Even with a good major medical plan, the out-of-pocket costs of cancer treatment, such as travel, childcare, and loss of income, are considerable and may not be covered.

American Fidelity Assurance Company's AF™ Limited Benefit Individual Cancer Insurance offers a solution to help you focus your attention on fighting cancer. We offer plans that can help assist

How the Plan Works

Our plans are designed to help cover expenses if you are diagnosed with a covered Cancer. With over 20 benefits available to you, these plans can provide benefits for the treatment of cancer, transportation, hospitalization and more.

Optional Riders

Enhance your base plan with the following riders:

- **Critical Illness Rider**
Includes a cancer benefit and a heart attack/stroke benefit
- **Hospital Intensive Care Unit Rider**

Coverage Feature	What It Means For You
Plan Options: Enhanced and Enhanced Plus	Choose the plan to meet your financial needs.
Three Choices of Coverage: Individual, Single Parent Family, or Family	Choose the coverage that fits your lifestyle.
Wide-Ranging Schedule of Benefits	Covers a wide range of treatments.
Benefit Paid Directly to You	Use the money however best fits your financial needs.
Guaranteed Renewable	Policy is guaranteed renewable as long as premiums are paid as required.
Diagnostic and Prevention Benefit	Receive a benefit for visiting your doctor for a cancer screening test, which helps with early detection.
Transportation and Lodging	Receive benefits if you travel more than 50 miles from your home using the most direct route for covered treatment.
Portable	You own the policy. Take the coverage with you if you choose to leave your current job. Your premiums will remain the same.
Additional Coverage Options	Enhance the base plan by choosing from a selection of optional riders.
Payroll Deducted	Enjoy the convenience of having your premiums deducted straight from your paycheck.

Limitations, exclusions and waiting periods apply. Please refer to your policy for complete details. **This product is inappropriate for people who are eligible for Medicaid coverage.** The company has the right to change premiums by class. The premium and amount of benefits provided vary dependent upon the plan selected. Availability of riders may vary by state.

Long-Term Disability Income Insurance

AF™ Long-Term Disability Income Insurance

American Fidelity Assurance Company

How do you pay for your mortgage, bills, food and other monthly expenses? If your paycheck stopped today, could you maintain your current lifestyle?

American Fidelity Assurance Company's AF™ **Long-Term Disability Income Insurance** is designed to help protect you if you become disabled and cannot work due to a covered Accidental Injury or Sickness.

How the Plan Works

If you become disabled due to a covered accident or sickness, Long-Term Disability Income Insurance will pay the disability benefit once you have satisfied the elimination period. Your benefit amount is dependent on your salary and the amount you select at the time of application. Disability benefits will be payable up to the benefit period stated in your policy.

Benefits Begin

Accidental Injury and Sickness benefits will be payable beginning on the 181st day of disability.

Eligibility

All full-time employees and employees of members on active service working 25 hours or more per week. Applicant's eligibility for this program may be subject to insurability. It is your responsibility to see the American Fidelity representative once you have satisfied your employer's waiting period.

Coverage Feature	What It Means To You
Maximum Benefit of 60% of Your Monthly Gross Income	Protect up to 60% of your paycheck.
Accidental Injury and Sickness Coverage	You are covered in the case of a covered accident that occurs away from work or a covered sickness that causes you to be disabled.
Benefit Paid Directly to You, Regardless of Other Coverage	Use the money however best fits your financial needs, regardless of other insurance.
Waiver of Premium	Premiums are not required while you are disabled based on the length of your disability.
Age at Entry	Your premiums will be based on the date your policy becomes effective.
Return to Work Part Time	If you return to work part time, you will receive a portion of your disability benefit in addition to your take home pay.
Accidental Death Benefit	Receive a benefit if you die as the direct result of an Accidental Injury and death occurs within 90 days after the date of the Accidental Injury.
Competitive Premiums	Your monthly premiums could be paid with only one hour of a week's paycheck.
Payroll Deducted	Enjoy the convenience of having your premiums deducted straight from your paycheck.

Limitations, exclusions, and waiting periods apply. Refer to your policy for complete details.

Group Hospital Indemnity Insurance

AF™ Limited Benefit Group Hospital Indemnity Insurance

American Fidelity Assurance Company

If you experienced a medical emergency, would you be prepared to cover the out-of-pocket medical expenses? And, what about everything else that adds up—like bills, groceries, and housing?

Major medical insurance plans are designed to pay a large portion of your medical costs. But with a high deductible plan, you must pay out of your own pocket until you meet your deductible and plan maximum. That's where AF Hospital Assist™ can help.

How the Plan Works

AF™ **Limited Benefit Group Hospital Indemnity Insurance**, or AF Hospital Assist™, is a Health Savings Account (HSA)-qualified plan designed to help pay for out-of-pocket expenses, like a hospital stay, while also allowing the tax benefit and potential savings from an HSA.

This plan includes a health screening benefit and provides benefits paid directly to you for hospitalization, unexpected accidents, and certain high-dollar critical illnesses.

Coverage Feature	What It Means For You
Simplified underwriting	No medical exams or health questions are required to apply
Health Savings Account compatible	Help offset your high deductible while allowing your HSA savings to grow
Multiple plan options: Basic, Enhanced, Enhanced Plus	Choose the plan to meet your financial needs
Three choices of coverage: You, your spouse, and your children	Choose the coverage that best fits your lifestyle
Benefits paid directly to you	Use the money however best fits your needs
Guaranteed renewable	Keep the policy as long as premiums are paid
Portable	Take the policy with you even if you change employers

This product may contain limitations, exclusions and waiting periods. **This product is inappropriate for people who are eligible for Medicaid coverage.** The critical illness benefit is only offered on an after-tax basis. The insurer has the right to increase premiums.

IRC 457 Deferred Compensation

ICMA Retirement Corporation
Nationwide Retirement Solutions, Inc.

IRC 457 Deferred Compensation

Employees are offered a choice of two voluntary deferred compensation programs administered by ICMA Retirement Corporation and Nationwide Retirement Solutions, Inc. These programs allow employees to save today for retirement. Beginning in 2002, under Section 457 of the Internal Revenue Code, employees may generally defer the lesser of 100% of their total compensation or the limit for the year. Participation is handled through payroll deduction so taxes are reduced each pay period. An employee may join either 457 plan anytime during the year.

Advantages

- Reduce current income taxes while boosting retirement savings
- Earnings accumulate tax-deferred
- Portability. An employee can move savings to another governmental 457 plan, IRA, or qualified plan

Withdrawals

An employee may withdraw assets under certain conditions. Additionally, it's necessary to complete the appropriate paperwork, which is available at the Employee Retirement System Office, or which may be obtained by contacting ICMA or Nationwide at the telephone numbers listed in the back of this guide.

- Retirement or separation of service
- Qualified unforeseeable emergency

The City offers quarterly Retirement Education and Planning seminars. For more information and seminar schedules please contact the Oklahoma City Employees Retirement System at 405-297-2408 or Employee Benefits at 405-297-2144.

How Much Can I Contribute?

Contribution Limits for Eligible 457(b) Deferred Compensation Plans*

This information is not intended as tax advice. It is provided for your education only.

Annual Contribution Limit	Annual cost of living adjustments may occur. This limit includes both employee and vested employer contributions.
	2020 Annual Maximum: \$19,500
	2021 Annual Maximum: Annual cost of living may occur.
457(b) Special Catch-up Provision	The 457(b) Special Catch-up provision permits increased annual contributions on behalf of a participant. It allows you to make up, or "catch up," for prior years in which you may not have contributed the maximum amount to your employer's 457(b) plan.
	2020 Annual Maximum: \$39,000
	2021 Annual Maximum: Annual cost of living may occur.
Age 50+ Catch-up Provision	If you are at least age 50, and currently participate in a governmental 457(b) plan, you are eligible to contribute an additional amount over the annual contribution limit. However, you cannot use both the 457(b) Special Catch-up provision and the Age 50+ Catch-up provision in the same year. You must use whichever is greater.
	2020 Annual Maximum: additional \$6,500
	2021 Annual Maximum: Annual cost of living may occur.

*** As of the date of this publication, the 2021 information is not available. For the most up-to-date information about 457(b) contribution limits, visit www.irs.gov.**

For more information, contact OCERS at 405-297-2408.

Guide to Life Events Change in Status

Life Event	Documentation Requirements to Complete Changes	Life Event Changes Permitted			
		Add Coverage	Terminate Coverage	Change Carrier	Waive Coverage
It is the employee's responsibility to notify Employee Benefits within 31 days of any of the qualifying events listed below:	All required documents must be submitted and elections made within 31 days of the qualifying event date. Note: With the exception of Initial Enrollment and Open Enrollment, all changes must be consistent with the type of event. Employee Benefits reserves the right to determine eligibility of the qualifying event and which changes will be permitted. Supporting documentation provided must be in English.				
Initial Enrollment/Open Enrollment	Official State Issued Birth Certificate (Dependent Child), OR Marriage Certificate (Spouse), AND copy of Social Security Number, copy of official document	Y	Y	Y	Y
Marriage	Marriage Certificate AND Social Security Number Note: Refer to requirements for New Dependent if adding stepchildren	Y		Y	
New Dependent	Official State Issued Birth Certificate (required) AND Social Security Number Note: Hospital Birth Record acceptable for temporary enrollment of newborns.	Y		Y	
Adoption, Placement for Adoption, Legal Guardianship, or Legal Custody	Valid Adoption Decree/Order, OR Petition for Adoption, placement agreement, or other legal document that establishes guardianship or legal custody AND Requirements for New Dependent	Y		Y	
Divorce, Annulment (Spouse, Stepchildren)	First and last page of order with Judge's signature and court stamp that contains the date that the divorce or annulment is finalized. (Coverage can only be terminated for spouse/stepchildren)		Y	Y	
Death	Notify Employee Benefit Representative Note: Employee Benefits may require an original Death Certificate		Y		
Employee / Dependent becomes eligible for insurance through another plan	Employer letter, Certificate of Creditable Coverage, or other acceptable documentation indicating the date coverage began, type of plan(s) enrolled, and individuals covered		Y		
Employee / Dependent loses eligibility for insurance through another plan	Employer letter, Certificate of Credible Coverage, or other acceptable documentation indicating the date coverage ended, type of plan(s) enrolled, and individuals covered	Y			
Dependent reaches maximum age to qualify for coverage	No document requirements		Y		
Dependent elects coverage through his/her employer	Letter, or other acceptable documentation indicating the date coverage began, type of plan(s) enrolled, and individuals covered		Y		
Disabled Dependent	Letter from Physician describing the dependent's medical condition, prospect of recovery and a diagnosis. (Documentation must be supplied upon request or every two years)	Y			
Significant change in premium cost or coverage attributable to spouse's employment	Acceptable documentation that illustrates the differences in cost or coverage	Y			
New residence outside of HMO service area	Completed Change of Address Form			Y	Y

Note: The effective date of the change is the date of the life event. Any change in premium will be based on the effective date of coverage. The City of Oklahoma City does not does not prorate premiums for changes.

It is your responsibility as the employee to notify the Employee Benefits division of the City's Human Resources Department within 31 days of the event. You will be held liable for any employer premiums paid on behalf of the ineligible dependent(s) that are not recoverable.

Benefit Highlights for New Employees

New Employee Orientation

The City of Oklahoma City provides specific details about available benefit options during the New Employee Orientation Sessions for employee benefits are held biweekly for newly hired employees Any full time employee who desires more information regarding their current health and welfare plans are also welcome To attend, the employee must receive authorization from the supervisor Once approved, contact a representative of the Employee Benefits Division to schedule your attendance.

Benefit Effective Date (for new employees)

Coverage begins on the first day of the month following the first full month of full time employment, excluding the month of hire.

Coverage Ending Dates

In general, your group benefits will end on the last day of the month if:

- The Plan is terminated
- The premium ceases to be paid
- The employee no longer meets the Eligibility Requirements
- The employee voluntarily terminates his/her benefit(s)
- Employment terminates

Coverage Ending Dates for Dependents

In general, your group benefits for Covered Dependents will end on the last day of the month if:

- The Plan is terminated
- The premium ceases to be paid
- The dependent no longer meets the Eligibility Requirements
- The employee voluntarily terminates his/her benefits for the dependent
- Employment terminates
- The date the plan is amended to end coverage for a benefit program class of participants of which the dependent is a member
- The dependent ceases to be a dependent as defined by the Plan
- The employee fails to provide the required documentation for the dependent
- The employee dies and survivorship benefits are not available
- The legal guardianship or legal custody relationship is terminated for any reason

In the case of a handicapped dependent, the last day of the month in which any of the following events occur:

- The date the child is no longer dependent on the employee for support
- The date the employee fails to provide any required proof of the uninterrupted continuation of the handicap or fails to authorize and comply with any required examinations

Extension of Medical Benefits

Survivorship Benefit In the event of the death of an Active or Retired Covered Employee, the previously Covered Dependents shall have the right to continue benefits under the Plan, subject to further provisions hereof:

- If the employee who died was Active and at the time of death was not entitled to any pension benefits, the surviving eligible Covered Dependents shall have the option to elect Continuation of Coverage under the provisions of COBRA.
- If the employee who has died was Active and at the time of death was entitled to any pension benefits but had continued as an active employee instead of choosing these pension benefits prior to the employee's death, the surviving eligible Covered Dependents shall have the option to continue health and dental coverage under which they had previously been covered through the COBRA option, or elect benefits that are provided to qualified survivor dependents.
- If the employee who died was retired at the time of death and was receiving pension benefits prior to their death, the surviving eligible Covered Dependents shall have the option to continue health and/or dental insurance benefits provided for retirees and their Eligible Dependents only if they were covered at the time of death of the retiree.
- Those surviving Eligible Dependents who choose to continue coverage under the retiree benefits shall have the right to continue benefits under that Plan, subject to further provisions hereof, until:
 - The date benefits for all individuals in this class are terminated
 - If dependent eligible children, the date that they no longer meet the definition of a Covered Dependent

IMPORTANT NOTICE: If dependent eligibility changes during the year you must notify the Employee Benefits Division of the Human Resources Department within 31 days of the qualifying event.

2021 Payroll Calendar

Employees are paid 26 times per year. Two of those paychecks, in the month where there are three pay periods, will not include premium deductions. This does not include other deductions you may have that include union dues, credit union deductions, federal and state taxes, and/or retirement contributions.

Pay Period Begins	Pay Period Ends	Pay Date	Month of Benefit Coverage	Coverage Period Premium Pays
12/25/20	01/07/21	01/15/21	January	January/1st half
01/08/21	01/21/21	01/29/21		January/2nd half
01/22/21	02/04/21	02/12/21	February	February/1st half
02/05/21	02/18/21	02/26/21		February/2nd half
02/19/21	03/04/21	03/12/21	March	March/1st half
03/05/21	03/18/21	03/26/21		March/2nd half
03/19/21	04/01/21	04/09/21	April	April/1st half
04/02/21	04/15/21	04/23/21		April/2nd half
04/16/21	04/29/21	05/07/21	May	May/1st half
04/30/21	05/13/21	05/21/21		May/2nd half
05/14/21	05/27/21	06/04/21	June	June/1st half
05/28/21	06/10/21	06/18/21		June/2nd half
06/11/21	06/24/21	07/02/21	July	July/1st half
06/25/21	07/08/21	07/16/21		July/2nd half
07/09/21	07/22/21	07/30/21	NO DEDUCTION	
07/23/21	08/05/21	08/13/21	August	August/1st half
08/06/21	08/19/21	08/27/21		August/2nd half
08/20/21	09/02/21	09/10/21	September	September/1st half
09/03/21	09/16/21	09/24/21		September/2nd half
09/17/21	09/30/21	10/08/21	October	October/1st half
10/01/21	10/14/21	10/22/21		October/2nd half
10/15/21	10/28/21	11/05/21	November	November/1st half
10/29/21	11/11/21	11/19/21		November/2nd half
11/12/21	11/25/21	12/03/21	December	December/1st half
11/26/21	12/09/21	12/17/21		December/2nd half
12/10/21	12/23/21	12/30/21	NO DEDUCTION	

NOTES

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Benefits Directory

City of Oklahoma City
Employee Benefits Division

Mon - Fri, 8 a.m. - 5 p.m. CST
405-297-2144
www.okc.gov

City of Oklahoma City
Accounting Services Division - Payroll

Mon - Fri, 8 a.m. - 5 p.m. CST
405-297-2196

VSP
Vision Plan

(Group Number 30021658)
Mon - Fri, 7 a.m. - 9 p.m. CST
800-877-7195
www.vsp.com

Fire Fighters Health and Welfare Trust
(VEBA)

232-9543

American Fidelity Assurance Company

Mon - Fri, 7 a.m. - 7 p.m. CST
800-437-1011
www.americanfidelity.com

Alliance Work Partners
Employee Assistance Program

24 hours a day
800-343-3822
awpnow.com

10GYM, LLC

Mon - Fri, 9 a.m. - 6 p.m. (Administration)
918-809-1717 for enrollments
www.10GYM.com

Gold's Gym

Monday - Friday: 5am to 11 pm
Saturday & Sunday: 7am to 7 pm
405-601-8998

YMCA of Greater Oklahoma City
www.ymcaokc.org

Oklahoma Fire Fighters Pension
& Retirement System (Fire)

Mon - Fri, 8 a.m. - 4:30 p.m. CST
405-522-4600
800-525-7461
www.ok.gov/fprs

Municipal Employees Credit Union
(MECU)

Mon & Fri, 8:30 a.m. - 5:30 p.m. CST
Tues - Thurs, 8 a.m. - 5 p.m. CST
405-297-2995
www.mecuokc.org

ICMA-Retirement Corporation

Mon - Fri, 8:30 a.m. - 9 p.m. EST
800-669-7400
www.icmarc.com

Nationwide Retirement Solutions

Mon - Fri, 8 a.m. - 9 p.m. EST
877-677-3678
www.nationwide.com