

OPEN ENROLLMENT FAQs

1. If I have no changes to make, do I need to do anything?

If you are happy with what you are currently enrolled in, then no further action is required. Your enrollment will continue in the same plans you are enrolled in for 2021. We recommend that you review your benefits in Workday and submit your enrollment, even if there are no changes. This will give you the opportunity to review what you are enrolled in along with any dependents on your plan. The task will remain in your Workday in-box until the close of open enrollment. If you do not actively make any changes or actively submit, it will automatically close when open enrollment ends. The only benefit that requires re-enrollment every year is the Flexible Spending Account.

2. What are the changes for Benefits Plan Year 2021?

[Watch our Open Enrollment video!](#)

It is web-based and can be watched at work, at home or even on your phone.

3. I made changes in Workday but when I go back to review my benefits, they are not showing up.

Workday is super smart. It realizes that you are still in year 2020. You will not see your 2021 changes until January 1, 2021 as those are future-dated benefits.

Once we finalize open enrollment in Workday, you will be able to go back into your Benefits icon and choose the "Benefit Election as of Date" option to view as of 01/01/2021.

4. I want to make changes and need the enrollment forms.

Save a tree! Open enrollment is online through Workday. We have eliminated almost all the paper forms.

[Open our reference chart on how to complete changes AND a friendly user-guide.](#)

5. I made changes in Workday. When will this change be in effect?

All changes you submit will be processed for an effective date of January 1, 2021.

6. How much does it cost?

When you log into Workday, you will be able to see both the Employee (you) and the Employer (the District) cost per month. For many plans, the District pays 100% of the coverage.

7. Why are there dates like 12/01/2016 in Workday?

Those are the initial dates when all benefit information was loaded into Workday prior to our go-live in 2017.

If you didn't make a change to your benefits since then or are keeping it the same from 2020, then your date will not change. This maintains the historical record.

8. When is the deadline to submit changes for 2021?

All Workday changes must be made by December 3, 2020 by 11:59 p.m.

If you were required to submit additional documents, they must also be received in Human Resources by December 3, 2020.

9. If I change my mind after Open Enrollment ends, when can I make changes to my benefits?

Once elected, your benefit elections remain in place for the full benefit plan year which runs 01/01/2021 to 12/31/2021. Changes outside of open enrollment are only allowed for qualifying events. An example of one type of qualifying event is adding a newborn to your benefits.

If you experience a qualifying event, you must notify the Benefits Department within 31 days of that event in order to make changes to your benefits.

10. Can I waive coverage? I have insurance through my spouse.

You may opt-out of medical coverage with proof of enrollment in another medical plan. You will need to complete a Medical Waiver form and attach the form along with proof of other coverage with your Workday Open Enrollment submission. The form is located on the Benefits Open Enrollment web page found [here](#).

You are not allowed to waive the dental and vision plans.

Enrollment is a bundled package. If you enroll your dependents, they must also be enrolled in all the plans you are enrolled in (medical, dental, vision).

11. I just want the dental plan (or the vision plan).

Enrollment is a bundled package. They are not set-up as standalone plans.

12. Thanks for giving me choices but now I need help in choosing a plan...

No worries! We recommend that you drop in on any of the virtual Open Enrollment Office Hours for extra attention.

[Click on here for the schedule.](#)

13. How long can my child stay on my plan?

Your child can be enrolled in your plan through the month they turn 26 years of age. After that, your child will be issued a notice that informs them of their option to continue coverage but at the full cost. This is called COBRA continuation coverage and can be for up to 36 months for a child that ages out of the plan.