



Employee Benefit Reminders



NEWBORNS, NEW SPOUSE/DOMESTIC PARTNER

If you were recently married, certified a domestic partnership, or welcomed a baby into the family, make sure your dependents are covered. New dependents should be added to your health, dental and/or vision coverage through Workday. They must be added **within 60 days** following the event. A copy of your marriage certificate is required for adding a new spouse. A copy of your Domestic Partner certificate is required for adding a domestic partner. To add a dependent, a copy of the birth certificate showing both parents' names or documentation that establishes the dependency (i.e., court orders, adoption papers, etc.) is required. Remember you may also want to add/change life insurance beneficiaries.



IF CHANGES ARE NOT MADE WITHIN 60 DAYS OF THE EVENT, YOU MUST WAIT UNTIL THE NEXT OPEN ENROLLMENT PERIOD TO ADD NEW DEPENDENTS.

QUALIFIED DEPENDENT CHILD

A qualified dependent child may be natural born, adopted, pending adoption, child of domestic partner, foster child or foreign exchange student and under age 26.



DEPENDENTS LOSING COVERAGE

It is your responsibility to notify the City **within 60 days** when a spouse, domestic partner, or dependent child is no longer eligible for coverage either through divorce or loss of dependent status. Notification should be done through Workday. A letter will be mailed to the dependent of their rights to continue coverage under COBRA at 102% of the total premium, if qualified.

An ex-spouse must be removed from medical, dental and vision coverage effective the date of the divorce decree. Please attach a copy of the front and back pages of the divorce decree to your notification in Workday.

Dependent children must be removed from medical, dental and vision coverage when they reach age 26. Coverage ends at the end of the month in which they turn 26. In New York State, dependents between age 26 and 30 may enroll in their own insurance plan through the City of Rochester. The cost will be 100% of the premium. Contact the BENEFITS Office at 428-7257 or Benefits@cityofrochester.gov for further information.

SELECTING DOCTORS/DENTISTS

The City's insurance plans do not require you to name a primary care physician or dentist. However, you may wish to contact the insurance company to ensure that you are receiving services from an in-network provider in order to maximize your benefits.

LIFE INSURANCE BENEFICIARIES

Life Insurance Beneficiaries may be changed at any time in Workday. Group Term Life insurance benefits are provided by the City. Previously completed forms are maintained in DHRM. Beneficiary information that is submitted through Workday will replace the paper forms on file. **It's important to keep this information up to date! You may not have updated it since you attended Benefits Orientation when you were a new employee.**

Beneficiaries for the NYS Local Employees Retirement System and NYS Police and Fire Retirement System may be viewed and updated on the New York State Retirement System Website: <https://www.osc.state.ny.us/retire/> Registration is required for access to your pension information. Click "Register Now" located below the Retirement Online "Sign In" button to start the process.

CONTACT INFORMATION



MVP Health Care	(585) 327-2555	www.mvphealthcare.com
Guardian Dental and Vision	(888) 278-4542	https://www.guardiananytime.com
Lifetime Benefit Solutions – Health Reimbursement Accounts, Flexible Spending Accounts and Parking Reimbursement	(800) 327-7130	www.lifetimebenefitsolutions.com
New York State & Local Employees’ Retirement System and New York State & Local Police and Fire Retirement System	(866) 805-0990	www.osc.state.ny.us/retire
Empower (formerly Mass Mutual) - 457 Deferred Compensation – Christian Sparacino	(585) 385-0440	https://wwwrs.massmutual.com/journey/login.aspx

MOVING?

You may update your home address and telephone number directly through Workday. Workday will notify MVP, Guardian, Lifetime Benefit Solutions and Empower of your address change. For the New York State Retirement System, you will need to update your address directly with them.

QUESTIONS?

PLEASE CALL THE EMPLOYEE BENEFITS LINE: (585) 428-7257

OR SEND AN EMAIL TO: BENEFITS@CITYOFROCHESTER.GOV

*From the Department of Human Resource Management Employee Benefits Team,
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