



General Open Enrollment Notes for FY18

1. SAP/One SD online enrollment starts June 11th and continues through June 22rd. Dates may be adjusted by the City.
2. The annual flex benefit for MEA-represented employees will be \$11,705.00, or \$487.71 per 24 cycle pay period.
3. Employees with questions about MEA-sponsored plans can call (888) 217-9175 or email benefits@sdmea.org. Employees with questions about SAP/One SD, Kaiser or CIGNA plans should call their payroll specialist or Risk Management at (619) 236-5924. You can also email Risk Management at Benefits_Admin@sanidiego.gov
4. MEA will offer the following plans through flexible benefits to **all** MEA-represented employees: Sharp Classic, Sharp Select, Sharp Saver, MetLife Dental PPO, MetLife Dental HMO and VSP Vision. Note: All Sharp plans are available to all City employees excluding Firefighters.
5. A dependent is defined as your legal spouse, qualified domestic partner, child (biological, adopted, or stepchild under the age of 26), or qualified mentally or physically disabled child over the age of 26. No student verifications will be required. Once a child turns 26 years of age, they are no longer eligible but can continue coverage through COBRA. Please contact Risk Management for more information on qualified domestic partnerships and COBRA.
6. Employees must use the SAP/One SD employee self-service portal to enroll for benefits; no forms are available. For more information on how to access this system, please contact your payroll specialist or Risk Management. MEA does not have access to this system and therefore cannot assist in navigating the SAP/One SD system.
7. If you are selecting MetLife Dental HMO for the first time, it is important that you select a dental office and insert that office code in SAP/ONE SD. If you do not enter a code, you will NOT be auto assigned to a dentist and this will cause delays in accessing your coverage.
8. If you are renewing your enrollment in Sharp Health Plan or MetLife Dental HMO plan and want to change your provider, you must do so directly with the insurance company. If you attempt to update that change in SAP/ONE SD, it will not be processed.
9. If you wish to add or cancel the Hyatt legal plan, you must complete a Hyatt Enrollment Form. This form is available online at www.sdmea.org/forms.
10. To help keep costs down and to limit the environmental impact, all MEA enrollment materials can be accessed electronically at both www.sdmea.org and the City's Intranet site. If you need materials, please visit one of our MEA Benefit Open Houses (the schedule is on MEA's website).

For questions regarding MEA's benefits, please call (888) 217-9175. Office hours are from 9am to 5pm, Monday through Friday. Due to the large volume of calls during this time, you may receive our voicemail. Please leave a message and your call will be returned in the order it was received. You can also submit your questions by emailing benefits@sdmea.org. Thank you!