



Archdiocese of St. Louis

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Date: April 2022

To: Archdiocese of St. Louis Benefit Eligible Employees

From: Gigi Henson, Director of Compensation and Benefits

Re: Coming Soon! 2022 Open Enrollment Period for the Health Insurance and Flexible Spending Account Plans (FSA)

Welcome to Open Enrollment 2022! Your Open Enrollment (OE) period for making changes to your employee benefits is from **May 2nd through midnight on May 16th, 2022**. Any health insurance and/or flexible spending account elections you make during Open Enrollment will go into effect on **July 1st**.

The Open Enrollment process will once again be completed online through Employee Self-Service (ESS) at <http://archstl.org/open-enrollment>. You should have already received a letter in the mail with your employee number and instructions on accessing Employee Self-Service (ESS), which you will need in order to complete your online open enrollment process. **You must either be enrolled in the health insurance or waive coverage and you must make your FSA elections each year as this does not carry over.**

Important: The **Affordable Care Act** requires documentation of any decision to waive coverage. Therefore, if you are not currently enrolled in the UHC Health Insurance plan and want to continue to waive coverage, you **MUST** do this online through Employee Self-Service (ESS) during OE.

Health Insurance Plan - Please note the following regarding the health plan effective July 1, 2022:

- A 3% across the board premium increase will be applied to the health insurance rates. For your knowledge, the average premium increase across seven other Diocese that renew 7/1/2022 is 9%.
- New United Healthcare medical/pharmacy ID Cards, including a new dedicated customer service phone number, will be issued to enrolled employees. Please present your new ID card for services rendered on or after 7.1.2022.
- The Archdiocese will continue to provide one annual H&H Health Associates wellness screening to benefit eligible employees.
- The Retirement Plan Wellness contribution of \$125 will continue for the 5/1/2022 - 4/30/2023 wellness plan year.

No Action Is Required Of You If:

You are currently enrolled in the UHC Premier or Standard Plan, and want to continue in your current UHC Premier or Standard Plan; do not wish to enroll or re-enroll with the FSA plan; and if your current spousal surcharge fee or exemption is not changing.

Note: Coverage under the Archdiocesan Health Insurance Plan includes Medical, Rx, Dental, and Vision benefits. These benefits are *not* available to be elected as separate coverage options.

The Health Insurance Plan and the Spousal Surcharge Fee Policy: If you are currently enrolled in the UHC Plan and elect to cover your spouse, a spousal surcharge fee may be applicable to you. Please note one of the following instructions:

- If your appropriate spousal surcharge fee or exemption is not changing, no action is required of you.
- If you need to make a spousal surcharge fee change, go online to Employee Self-Service at <http://archstl.org/open-enrollment>.

The spousal surcharge fee is \$125 per month in addition to the usual employee contribution for health insurance.

Flexible Spending Accounts (FSA): We encourage participation in the Flexible Spending Accounts (FSAs) for all anticipated health care and dependent care expenses. You must enroll or re-enroll annually online by using Employee Self-Service (ESS) at <http://archstl.org/open-enrollment>.

Lastly, please go to the Archdiocese of St. Louis website, <http://archstl.org/open-enrollment>, to review the *2022 Open Enrollment Video*. The Brainshark video will provide you with helpful instructions on how to log in to the Employee Self-Service website to enroll/change/waive your health insurance coverage, as well as other pertinent benefits information.

Questions? If you have any questions, feel free to email us at openenrollment@archstl.org; or call the Archdiocesan Office of Human Resources at 314-792-7546.

Thank you for your ongoing service to the Catholic Church.

