

Benefit	What you need to know	Next Steps
Medical	The City will continue to contribute the medical stipend to your medical premium. If you currently pay a portion of your medical premium through paycheck deductions, you are still required to continue your contributions during the closure.	If you are currently contributing toward this premium, complete the Agreement to Repay Cost of Continued Benefits and provide to HR in order to be processed asap.
Vision	The City will continue to cover the vision premium for you and your eligible dependent(s). If you are currently contributing towards your premium, those employee contributions need to continue during the closure.	If you are currently contributing toward this premium, complete the Agreement to Repay Cost of Continued Benefits and provide to HR in order to be processed asap.
Dental	The City will continue to cover the vision premium for you and your eligible dependent(s). If you are currently contributing towards your premium, those employee contributions need to continue during the closure.	If you are currently contributing toward this premium, complete the Agreement to Repay Cost of Continued Benefits and provide to HR in order to be processed asap.
Medical FSA	This benefit is not affected. You may continue to use your FSA card to pay for eligible medical costs for you and eligible dependent(s). *The IRS does recognize that current events may have made it difficult for employees to obtain receipts, employees are being provided with a an extension to file your 2019 claims. New deadline to submit 2019 claims is 7/1/2020.	If you are currently enrolled in this benefit, you can complete the Agreement to Repay Cost of Continued Benefits and provide to HR in order to be processed asap.
Dependent Care FSA	Current "shelter-in-place" may affect your needs to utilize this benefit due to your childcare center being closed or you being present at home. Our benefit provider recognizes this as a Qualifying Event and you are able to change your Annual Contribution within 30 days of the Qualifying Event.	To change your Annual Contribution, contact HR asap so that we can open Ease for you to change your contribution amount. If you are not making changes, you are still required to make your contribution amounts. Please complete the Agreement to Repay Cost of Continued Benefits and provide to HR in order to be processed asap.

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Commuter FSA/Parking FSA	Current "shelter-in-place" may affect your needs to utilize this benefit. You can temporarily reduce your deduction amount by logging into your account and changing what you will contribute into your Commuter/Parking FSA for the next couple of months. If needed, you can set to \$0.	Log into your account and reduce your deduction amount on your own. Be sure to notify HR as soon as you make the change so that we can verify reduction in contribution with the provider.
Optional Life Insurance	You are required to continue paying this optional, employee paid benefit. If you would prefer to term your policy at this time to avoid making premium payments you'll be allowed to enroll at a later date, requiring you to reenroll through Ease AND complete the Medical History Form. You'd be subject to going through the approval process and The Standard is not required to reinstate you in your existing plan.	If you are currently contributing toward this premium, complete the Agreement to Repay Cost of Continued Benefits and provide to HR in order to be processed asap. <i>*If you'd like to term your volunteer life insurance policy, please contact HR so that we can take care of this for you through Ease.</i>
ICMA 457, 401a, & Roth IRA Plans	Employees must continue to make their contributions. However, employees can elect to temporarily decrease contribution amounts by completing their respective plan Change Form.	To decrease your contribution amount(s), complete the appropriate Change Form and email to HR asap for processing. You must also complete the Agreement to Repay Cost of Continued Benefits to let HR know how you'd like to continue making payments.
ICMA RHS Contributions	Although these contributions are mandatory, we have requested that ICMA-RC suspend contribution obligations to lessen the financial burden to staff. These deductions will resume once we return to work regular hours.	N/A
AFLAC	This benefit is not affected and premiums must still be paid by the employee in order to avoid terming your policy.	Complete the Agreement to Repay Cost of Continued Benefits to let HR know how you'd like to continue making policy payments. If you have questions about your policy coverage, please contact Wendy Mines by emailing wendy_mines@us.aflac.com .