

# ATTENTION EMPLOYEES

## Employee Benefits Plan Annual Enrollment

To: All Benefit Eligible Employees

From: Jane Horning

Date: June 2, 2020

The purpose of this letter is to make all eligible faculty/staff aware of changes in the open enrollment process in relation to closure of the college for students and COVID-19. Our annual benefits enrollment will continue uninterrupted in a modified format. Your Pierce Group Benefits counselor is available to assist you. Please note, **it is the responsibility of the eligible employee to complete the benefits enrollment and confirm elections for next plan year.** The enrollment period is **June 2, 2020 and June 3, 2020**. Please follow the instructions below to complete your annual enrollment for the plan year beginning July 1, 2020.

Your virtual group briefing is scheduled for 8:30 am on June 2, 2020. For assistance, your benefits booklet can be found [HERE](#). Should you not be able to attend the group briefing, you can access the benefits briefing video [HERE](#). Please take a moment to view this prior to making your elections.

Effective July 1, 2020, we will be changing our Vision carrier from Envolve Vision to Superior Vision. If you are currently enrolled, **you will need to sign up again**, your vision coverage **will not** automatically renew this year. All other current benefits are remaining the same and will continue as currently enrolled. Please reach out to your Pierce Group Benefits Counselor for further details.

Please remember that you can self-enroll in any of the benefits that we make available [HERE](#). By following the benefits booklet link above, self-enroll instructions can be found on pages 4-6. Additionally, **Pierce Group Benefits counselors are happy to assist you in selecting your annual benefits through a virtual enrollment experience or phone conference.** To schedule a Virtual Benefits Session, [SIGN UP HERE](#). If you have any questions concerning the enrollment, please refer to the Benefits Counselor assigned to your location below for assistance.

### BENEFITS WEBSITE

[www.piercergroupbenefits.com/ArtSpaceCharterSchool](http://www.piercergroupbenefits.com/ArtSpaceCharterSchool)

### DOWNLOAD THE PIERCE GROUP BENEFITS APP

You can download our app directly from:



Search for: **myPGB**

### BENEFIT COUNSELOR CONTACT LIST

Andrew Wit – [AWit@piercergroupbenefits.com](mailto:AWit@piercergroupbenefits.com) / (919) 593-1123