

HUMAN RESOURCES DEPARTMENT

BETTY ANDERSON
Director



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MEMORANDUM

DATE: October 18, 2022
TO: All Full-time Employees
FROM: Betty Anderson, Human Resources Director
RE: Open Enrollment –Benefits for 2023

The City will continue to participate in the Municipal Health Benefit Program (MHBP) for our health and dental insurance in 2023. MHBP will continue to offer a \$500 and a \$1,200 deductible.

Deductible Per Person	Employee Only Per Pay Period	Family Per Pay Period
\$500 Deductible	\$90.63	\$291.41
\$1,200 Deductible	\$0	\$88.13

We will be holding **mandatory** Open Enrollment meetings this year. **All employees are required** to elect a deductible option or to make no changes for the upcoming plan year. Each employee is required to complete forms which include: 2023 Medical and Dental Elections, AUL Voluntary Life/AD&D, and Flexible Spending Elections. The forms, which will also reflect your current elections, will be given to each department payroll clerk prior to your open enrollment meeting. Employees failing to return the deductible selection form will automatically be kept at their current option.

Employees wishing to change from Employee-only to Family coverage, or vice versa, may do so at this time. Those who wish to make changes (i.e. adding/dropping spouse or child) to their coverage will be required to complete additional forms and provide supporting documentation. These forms will be available at the Open Enrollment meetings or the Human Resources Department.

Qualified employees will also have an opportunity to enroll in Short Term Disability. We will provide these enrollment forms and premium amounts at the meetings.

The deadline to make these changes is **November 4, 2022**.

Employees who currently have voluntary life insurance with AUL, and will be moving to the next age category in 2023, will have an increase in premium this year. We can provide those new premium amounts as well. Please contact Human Resources if you have any questions.

“An Equal Opportunity Employer”