

Important Open Enrollment Information

1. All existing health, dental, vision and flex elections expire on December 31, 2024.
2. Elections for the 2025 benefit year must be made online through the Munis Employee Self Service (ESS) system between November 1 and November 30, 2024.
3. **If you fail to make an election in ESS by November 30, 2024:**
 - a. Your current health, dental and vision insurance elections will be carried forward in 2025 on an irrevocable basis.
 - b. You will not be allowed to participate in Flex health care or dependent care reimbursement for 2025.
4. There is a six-month waiting period for any treatment other than routine examinations for new Delta Dental members added through open enrollment.
5. In ESS, Flex health care and dependent care spending account elections are based upon a per pay period (not annual) contribution rate. Participants should determine the amount they want to elect for the year and then divide it by 26 pay periods when entering the election into ESS. For example: a \$500 election for the 2025 calendar year would be entered as \$19.23 (\$500/26 pay periods).

Contact Human Resources at (319) 356-5020 with any questions or for assistance.

A computer workstation is available for employee use in
Human Resources during normal City Hall business hours.