

Open Enrollment

2023 Open Enrollment: November 1, 2022 – November 30, 2022

Open Enrollment is a once-a-year opportunity to review and make changes to your Employee Benefits elections for the coming year for Benefits eligible employees. It's the only time you can change your coverage outside of having a qualifying life event during the year. Information for Open Enrollment will appear in your Workday inbox.

Take the time to review your enrollment materials before making 2023 coverage decisions.

For an overview of the upcoming changes view the [2023 Employee Benefits Guide](#) here. As a reminder, annual elections are required for your flexible spending account (FSA), Dependent Care, and opt-out election (indicating healthcare coverage through another source; if elected payment is twice a year in the months of April and October).

Attend Open Enrollment Office Hours

Wednesday, November 2, 2022 – 9:00am to 4:00pm (in-person) rm 223

Friday, November 4, 2022 – 9:00am to 4:00pm (in person) rm 223

Monday, November 7, 2022 - 9:00am to 4:00pm (in-person) rm 223

Wednesday, November 9, 2022 – 9:00am to 4:00pm (in person) rm 223

Monday, November 14, 2022 – 9:00am to 4:00 pm (in person) rm 223

Wednesday November 16, 2022 – 9:00am to 11:00pm rm 224 1:30pm – 4:00 (in-person) rm 226

Friday, November 18, 2022 – 9:00am to 4:00pm (in-person) rm 223

Monday, November 21, 2022 – 9:00am to 4:00 pm (in person) rm 223

Monday, November 28, 2022 – 9:00 am to 4:00pm (in person) rm 223

Wednesday, November 30, 2022 – 9:00am to 4:00pm (in person) rm 223

Monday, November 30, 2022 – 9:00am to 4:00pm (in-person) rm 223

In-person meetings, on Mondays, will be held at **East Professional Center in Room 215**. Please follow all COVID-19 protocols when entering the building and working with the Employee Benefits Team. As a reminder, masks should be worn at all times. Please note, office hours do not need an appointment time and will be taken on a first come, first serve basis.

For Virtual meetings, please note, in order to adhere to privacy due to some Employee Benefits questions, each employee who logs on will be placed in a waiting room and a representative from the Employee Benefits team will individually admit employees on a first come first serve basis.

If you are unable to attend any of the Employee Benefits Open Enrollment office hours, please send an email to Benefits@clevelandmetroschools.org with the question(s) and the best possible phone number for contact. A representative from the team will respond back accordingly.

To view information regarding Benefits, please visit the Benefits Website via the links below. All information available in this newsletter and subsequent newsletters can be found via the District's website.

Click here for the Benefits Website Link: [Employee Benefits Website](#)

Click here for the Monthly Newsletter Flyers provided by our Providers: [Monthly Newsletter Flyers](#)