



City of Woburn

HUMAN RESOURCES DEPARTMENT

DATE: April 26, 2024

TO: All Active City Employees

SUBJECT: Insurance Open Enrollment

Beginning April 29, 2024 and continuing through May 17, 2024, the City of Woburn will be conducting annual open enrollment for all eligible active employees who wish to change their insurance coverage. Also, any eligible person not currently covered by the City plans may enroll during this period for coverage effective July 1, 2024. (If a non-covered employee does not enroll during this period, he/she will not be eligible to enroll again until May, 2025 for July, 2025 coverage, unless he/she has a qualifying event under the law).

A Benefits Fair will be held on Thursday May 2, 2024 from 3:00 to 5:00 p.m. in the rotunda at City Hall. There will be representatives of the insurance providers available for those who wish to obtain more information on the City of Woburn health, dental, disability, and tax deferred compensation plans.

Enclosed is a schedule of the new health insurance rates effective July 1, 2024. The dental rates and the vision rates have remained the same.

If you do not wish to change plans, no action is necessary, you will be re-enrolled in your present medical/ dental/ vision plans effective July 1, 2024.

City Employees have the option to submit open enrollment requests electronically for health and/or dental plans. If you are a new subscriber you can submit your enrollment form electronically through this link: [Enrollment Form - City of Woburn OE \(google.com\)](#)

For those on existing health and/or dental plans looking to make a change or cancellation, you can make your changes electronically the this link: [Change Form - City of Woburn OE \(google.com\)](#)

If enrolling online you do not need to submit any paperwork to the Human Resources Department, but if you prefer employees can still submit paper enrollment and change forms to the City Human Resources Department. You must submit completed enrollment and change forms to our office or electronically before the close of the workday on **Friday May 17, 2024.**

If you have any questions about your current benefits, please call Shawna Healey at 781-897-5955 or Karen Crawford at 781-897-5956.

Information about all health, dental, and vision plans, including enrollment forms can be found at [Employee Benefit Information - City of Woburn \(woburnma.gov\)](#)

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