

October 21, 2011

TO: YSU Faculty, Classified and Exempt Professional/Administrative Staff Eligible for Benefits

FROM: Kathy Bouquet, Manager of Employee Benefits  
Office of Human Resources

SUBJECT: **OPEN ENROLLMENT MEETINGS REMINDER**

Please note that the remaining Health Insurance Open Enrollment Meetings are scheduled in Kilcawley Center as follows:

- **October 25, 2011, 1:30 p.m. to 2:30 p.m. and 3:00 p.m. to 4:30 p.m. Jones Room**
- **October 26, 2011, 1:30 p.m. to 2:30 p.m. and 3:00 p.m. to 4:30 p.m. President's Suite**
- **October 27, 2011, 9:00 a.m. to 11:30 a.m. and 1:00 p.m. to 3:00 p.m. Jones Room**
- **November 18, 2011 9:00 a.m. to 11:30 a.m. and 1:00 p.m. to 3:00 p.m. Bresnahan I, II**

**MEDICAL MUTUAL REPRESENTATIVES WILL BE AVAILABLE FOR CONSULTATION AT ALL SESSIONS**

**Please note that there is a 5:00 p.m. Friday, November 18, 2011 deadline. All enrollment applications must be completed and returned to the Office of Human Resources/Benefits no later than that date. There will be no exceptions to that deadline.**

**Please remember that your enrollment decision is irrevocable from November 18, 2011 through December 31, 2012. Also, please note that with any life changing event (birth, death, adoption, marriage, divorce, change of name or address, dependent becoming ineligible, etc.) it is the EMPLOYEE'S responsibility to notify the Benefits Office within 30 days of the event.**