

2025 Open Enrollment

HAMPTON CITY SCHOOLS

Open enrollment is kicking off this year with an in-person health fair and benefits fair on Monday, August 4th at the School Administration Center (1 Franklin Street, 1st floor conference room). The health fair will take place from 8:00 to 11:00 a.m. and will offer plenty of opportunities to earn wellness incentive points. A mobile mammogram unit will be onsite, and full-time employees can complete their personal health assessments as part of the wellness incentive program with staff from the Employee Health & Wellness Center. Employee Pharmacy staff will also be offering both flu shots and COVID-19 vaccines for employees covered under a Hampton City Schools (HCS) medical plan. The benefits fair will take place from 2:00 to 5:00 p.m. and all benefit vendors will be represented. The open enrollment period will continue through Friday, August 15th. Changes made during the enrollment period will go into effect October 1, 2025. All current benefit elections, with the exception of health savings accounts and flexible spending accounts, will roll over to the new plan year. More detailed information can be found in this packet. An updated benefits guide is also available on the human resources section of the HCS website.

Employees can make their benefit election changes online through our bswift benefits enrollment system at <https://bswift.hampton.k12.va.us> or meet with an enrollment counselor who can assist them in making their elections through the bswift system. Employees wanting to meet with an enrollment counselor will need to schedule an appointment by going to www.myenrollmentschedule.com/hampton or by calling 1-866-998-2915. A detailed schedule with dates and locations is included in this packet.

Employees who are currently covering a spouse on an HCS medical plan will need to complete a spouse verification during this year's open enrollment period. Employees who were married on or after August 1, 2024 will need to provide their marriage license. All other employees covering a spouse will provide their 2024 tax form as their documentation. Documents can be uploaded into the bswift benefits enrollment system, or shared with an enrollment counselor or benefits representative. More information can be found in this packet.

Full-time employees still have through June 30, 2025 to log their points for the wellness incentive program. Employees who meet the requirements can save up to \$1,000 on their health insurance premiums for next year or earn a higher contribution to their health savings account (for CDHP participants). Spouses covered under an HCS medical plan must also meet the minimum requirements in order for the employee to earn the incentive. Employees hired April 1, 2025 or later will automatically receive the incentive during the 25/26 school year. A new wellness program guide for the next school year is included in this packet.

Flexible spending account (FSA) elections do not roll over annually. You must enroll each year to continue your account. Up to \$640 of unused medical FSA funds leftover at the end of the current benefits plan year can be rolled over into the new plan year so long as participants make a new election during open enrollment. Dependent care FSA participants will have a limited grace period following the end of the plan year in which to spend any remaining balance on eligible services. Additional information on these changes is included in the Plan Year Change Summary document.

Health savings account (HSA) employee contributions do not roll over from one plan year to the next. Employees who are enrolled in the CDHP medical plan and would like to make a contribution to their HSA can make their election during the open enrollment period. HSA employee contributions can be changed at any time during the year by contacting your benefits representative. HSA employer contributions are automatically applied for eligible employees. No action from the employee is needed to receive an employer HSA contribution.

Please contact our Benefits Help Desk or your benefits representative if you have questions about the information in this packet. Benefits representatives are determined by the first letter of your last name.

Benefits Help Desk (757) 825-4662

A - K, Sharmaine Alexander-Riggins, sriggins@hampton.k12.va.us or (757) 727-2106

L - Z, Sally Seidnitzer, sseidnitzer@hampton.k12.va.us or (757) 727-2107

HCS does not discriminate on the basis of race, color, national origin, sex, disability, age or other protected classes in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Robbin G. Ruth, Executive Director, Human Resources, One Franklin Street, Hampton, VA 23669 757-727-2000.

