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# Haverhill Public Schools

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To: All School Department Employees  
From: James F. Scully, Superintendent of Schools  
Date: January 30, 2017  
Subject: Transition to GIC Health Benefits

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I have been requested to distribute the following information to all employees.

Pursuant to Chapter 67 of the Acts of 2007 and Massachusetts General Laws Chapter 32B §19, the City of Haverhill will be transferring all of its employees, retirees and survivors to Group Insurance Commission (GIC) health benefits. If you wish to be enrolled in health insurance as of July 1, 2017, **you must apply for coverage during the GIC open enrollment period of Wednesday, April 5 – Wednesday, May 3, 2017.**

### **Health Insurance Premiums**

Employees' contribution ratio will be **25% for employees who were hired PRIOR to July 1, 2011** and **30% for employees hired on or AFTER July 1, 2011** for GIC health plans. The city will send you a rate chart, *GIC Benefit Decision Guide*, and enrollment forms before the beginning of the open enrollment period.

### **Required Documents to Enroll in a GIC Health Plan (See Appendix A)**

When you enroll in a GIC health plan, you will need to provide GIC required documents along with your enrollment application(s). To help ensure a smooth transition, please begin gathering the documentation required for health coverage. A listing of required documents that must accompany your GIC application is enclosed. ***Your failure to provide this documentation with your application will cause the GIC to reject your application.*** If you need documents from local governments or courts, please start to assemble that information right away.

### **GIC Health Plan Benefit Information**

The city will be sending you a *GIC Benefit Decision Guide* containing an overview of your health plan options along with enrollment forms before the open enrollment period. Information will also be available on the GIC's website by the end of March 2017: [www.mass.gov/gic/bdgs](http://www.mass.gov/gic/bdgs). We encourage you to research your options, contact plans you are considering to find out information on other benefits not outlined on the GIC website or in the guide to find out whether your doctors and hospitals are in their network. Be sure to check that you reside within a plan's service area.

### **Health Fair**

A health fair will take place on **Friday, April 14 at Northern Essex Community College, David Hartleb Technology Center, 100 Elliott Street in Haverhill from 11:00 AM to 4:00 PM**. At this fair, you will be able to meet and to speak with representatives from the various GIC health plans as well as GIC staff. You will also be able to enroll in a health plan. If you wish to enroll at the fair, remember to bring the required documentation with you (Appendix A).

### **Payroll Deduction of Health Insurance Premium**

**Coverage for GIC will begin July 1, 2017.** Deductions are taken the month prior to coverage. If you enroll for GIC coverage during the established enrollment period, your first deduction will be taken in the **May 26, 2017 paycheck, for the new bi-weekly deduction amount.**

### **Additional Information**

If you have any questions regarding this memo, please contact **Nina Torrissi**, in the Benefits Department, either via email at [nina.torrissi@haverhill-ps.org](mailto:nina.torrissi@haverhill-ps.org) or via telephone at **978-420-1964**.

