Howard University is excited to announce the 2010 Employee Benefits Open Enrollment Program. This year's open enrollment program represents an important period of decision making for all employees due to key changes and additions to the employer sponsored health, wealth, and lifestyle benefits platforms.

This letter contains critical information about the year's open enrollment program and should be read in its entirety.

This year's open enrollment process is mandatory for all benefits programs in which you wish to participate. Your enrollment selections must be made by June 30, 2010. If you do not complete this year's enrollment process or miss the June 30, 2010 deadline, you will not have benefits during the upcoming plan year and will not have an opportunity to enroll in our benefits programs until the next open enrollment period or qualifying event. In addition, all employees will be required to affirm their benefits selections during this year's open enrollment program.

The University is becoming computerized and has adopted state of the art software programs to increase its efficiency. We are requesting that all employees enroll in the university's benefits programs online. We recognize that not all employees have access to a computer or are able to operate a computer. If you need assistance in enrolling on line, please go to The Office of Talent Management located in the Howard University Service Center, Room 420. Hospital employees should go to the Benefits Office located in Room 2038 of the Hospital. You will receive assistance from one of our benefits staff members.

Enclosed in this packet is a letter from the President highlighting Howard's commitment to provide competitive pay and benefits to our employees while maintaining a fiscally sound operating environment.

Additional information you will find in this packet includes detailed information related to this year's open enrollment events scheduled to take place between now and June 30th. In order to make this year's open enrollment program a success, review all of the materials in the open enrollment package and take advantage of the following:

1. The open enrollment information sessions;
2. The open enrollment online training sessions;
3. The upcoming healthcare fairs; and
4. The toll-free numbers, call centers, and FAQs for questions that you may have concerning this year's open enrollment program.

The University believes that through its mix of employee health, wealth, and lifestyle benefits, it has achieved a strong balance between the needs of its employees, their families and the University. In addition, the 2010 health, wealth, and lifestyle benefits platforms provide choices, control, and value that will continue to grow as the legacy continues.

John F. Peeples
Interim Assistant Vice President
Office of Talent Management