# Date: May 15, 2025

To: Benefit Eligible Employees

From: Human Resources

Re: **Employee Benefits – 2025 Annual Open Enrollment**

**Annual Open Enrollment for Employee Benefits is May 27th – May 30th**

**with changes to be effective July 1, 2025.**

Catoosa County will conduct its annual open enrollment meetings for all employee benefits on the following dates. Please feel free to attend any session hosted by your HR department and NFP!

**OPEN ENROLLMENT SCHEDULE:**

**Tuesday, May 27th**

* 7:00 AM – 10:00 AM – Public Works Department: 912 Shope Ridge Road, Ringgold, GA
* 10:15 AM – 11:45 AM – Administration Building: 800 Lafayette Street, Ringgold, GA
* 1:00 PM – 7:30 PM – Sheriff’s Department: 5842 Highway 41, Ringgold, GA

**Wednesday, May 28th**

* 9:00 AM – 11:45 AM – Administration Building: 800 Lafayette Street, Ringgold, GA
* 1:00 PM – 4:00 PM – Administration Building: 800 Lafayette Street, Ringgold, GA
* 1:00 PM – 7:30 PM – Sheriff’s Department: 5842 Highway 41, Ringgold, GA

**Thursday, May 29th**

* 9:00 AM – 11:45 AM – Administration Building: 800 Lafayette Street, Ringgold, GA
* 1:00 PM – 4:00 PM – Administration Building: 800 Lafayette Street, Ringgold, GA

**Friday, May 30th**

* Online enrollment only

It is **MANDATORY** that all employees confirm their benefit elections during open enrollment.

**All changes are to be effective** **July 1st**. Every full-time employee will be able to meet individually with a benefits counselor who will assist with the electronic enrollment and answer any questions you may have regarding your benefits.

**If you are unable to attend the in-person enrollments, you are still required to confirm your benefit elections and deductions no later than midnight on Friday, May 30th by going online (see directions below) or by calling NFP at 1-833-783-6388 (Monday - Friday 8:30 AM to 5:00 PM).**

**BENEFITS RESOURCE CENTER WEBSITE:**

Catoosa County offers a Benefit Resource Center website. The site was developed to create an interactive, centralized resource for you to visit both during open enrollment and throughout the year.

The Benefit Resource Center will serve as your go-to resource for benefits related questions. You will be able to access enrollment information, important benefit documents, links to resources, a link to enrollment sites, and many other benefit materials.

Go to web address: [www.shawhankinsbenefits.net/catoosacounty/](http://www.shawhankinsbenefits.net/catoosacounty/)

**ONLINE ENROLLMENT INSTRUCTIONS:**

Go to web address: [**http://catoosa.bswift.com**](http://catoosa.bswift.com)

* 1. Enter your Username: **First Name First Initial + Last Name + Last 4 of your SSN**

e.g. John Smith = jsmith1234

* 1. Enter your Password: **Last 4 of your SSN**
  2. Follow instructions and enroll in your benefits
  3. Make sure to complete your enrollment and email yourself a confirmation statement.

\*Please reach out to NFP at 800-994-7429 if you have trouble logging in.

**Medical –** Our coverage is remaining with United Healthcare with no changes to the plan design. There is no change in your cost for the upcoming year.

**Dental –** Our coverage is remaining with Ameritas with no change in your cost or plan design.

**Vision –** Our coverage is remaining with Ameritas with no change in your cost or plan design.

A summary of all the benefits and detailed costs are included in your Employee Benefits Guide and Benefits Resource Center.

**Basic Life and Accidental Death & Dismemberment –** The County will continue to provide $20,000 in basic life and AD&D coverage for all employees.

**Voluntary Life and Disability** – This coverage is remaining with the Hartford.

**Flexible Spending Account (FSA)** – Your elections made beginning July 1 of this year are in effect through June 30, 2026. **You must reenroll in the FSA each year in order to remain in the benefit.**

**Employee Assistance Program (EAP)** – Your EAP will remain with Espyr. All eligible employees will have six free visits with a licensed counselor in additional to many other benefits.

You will be able to make any changes during open enrollment. Once the enrollment is completed, your selections cannot be changed until next year unless the revocation and new election are due to and consistent with a valid life event (e.g., marriage, divorce, death of a spouse or child, birth or adoption of child, or change of employment of your spouse as detailed in the Section 125 Regulations).

***If you have a life event during the year, you must notify NFP within 30 days of the event occurring. Any request to make changes after 30 days will not be allowed until the next annual open enrollment.***

All deduction changes will take effect with the first paycheck in July. Please contact Chareen Humble, Benefits Specialist, or Lora Ogden, HR Director, at 706-965-2500 or NFP at 800-994-7429 or [NFPsecustomerservice@nfp.com](mailto:NFPsecustomerservice@nfp.com) if you have any questions.