

Insurance Benefits Open Enrollment is Here!

Dear Certified Employee & Retiree:

Please mark your calendar for optional information sessions available at the following locations:

Thursday, September 3, 2009

RETIREES ONLY

Time: 8:30 a.m. – 9:30 a.m.

Location: District Office Board Room

Tuesday, September 15, 2009

Information Session

Time: 4:00 p.m. – 5:00 p.m.

Location: Linus Pauling Commons

Tuesday, September 22, 2009

Information Session

Time: 4:00 p.m. – 5:00 p.m.

Location: District Office Board Room

Please note the following important information:

- Open enrollment is September 9, 2009 through September 24, 2009.
- Medical/Dental/Vision/Life enrollment forms turned into Payroll/Benefit Office
 - Enrollment forms are only necessary if making a plan/enrollment change.
- Enrollment packets will be available at each session and at your building.
- Eligible employees (0.5 FTE or greater) **must** complete the enrollment process.
- See district website for further details at: <http://www.csd509j.net/>.
 - Click on link “2009-2010 Insurance Benefits” under Other Links.



Payroll & Benefits/Business Services
Corvallis School District 509J
PO Box 3509J Corvallis, OR 97339
541-757-5738

Mark your
calendar!

District
Open Enrollment
ends
September 24th!

First Last
Mailing
City, St ZIP