

Things to Keep in Mind Throughout the Year

Should you find that you need to make a change to your insurance coverage outside of your initial enrollment or open enrollment and you have a qualifying event (involuntary loss of coverage, marriage, divorce, birth of a child, etc.) please contact Gala Wolfmeier, Benefits Coordinator, at gwolfmeier@diojeffcity.org within 15 days of the event to discuss the available options.

If your home physical address or email address change, please update this information with your parish / school bookkeeper as well as email this information to Gala Wolfmeier at gwolfmeier@diojeffcity.org. This will ensure that you receive important information regarding future open enrollments and the appropriate insurance companies are updated. Please also make any address or email changes to your Principal account by logging on at principal.com.

To further ensure you will receive open enrollment and insurance correspondence please add both Cheryl Hertfelder at hrrdir@diojeffcity.org and Gala Wolfmeier at gwolfmeier@diojeffcity.org to your email whitelist.

Helpful benefit information can be found on our website at diojeffcity.org/human-resources. Please consider bookmarking the Human Resources website, as many of your questions can be answered by checking our page. We do frequently update and add information you may find useful, such as links to our Employee Assistance Program, SupportLinc and information regarding our 403(b) retirement program and provider, Principal.