

**Benefits Open Enrollment - Plan Year 2010  
(January 1, 2010 – December 31, 2010)  
Schedule for Benefits Changes & Enrollment  
Enrollment Period: November 2 – November 30, 2009 (see note below)**

<b>Location</b>	<b>Date</b>	<b>Start Time</b>	<b>End Time</b>
Finance Library (2 <sup>nd</sup> Floor City Hall) City Hall & Municipal Court Employees	Monday, November 2 <b>11:00 A.M. - 12:00 P.M. LUNCH</b>	9:00 a.m.	3:00 .p.m.
TDOT Break Room	Tuesday, November 3	7:00 a.m.	9:00 a.m.
TDOT Break Room	Wednesday, November 4	7:00 a.m.	9:00 a.m.
Environmental Svc. Break Room	Thursday, November 5	7:00 a.m.	9:00 a.m.
Environmental Svc. Break Room	Thursday, November 5	1:00 p.m.	3:00 p.m.
Water Works Distribution	Friday, November 6	7:00 a.m.	9:00 a.m.
Water Works Ed Love Plant	Friday, November 6	1:00 p.m.	3:00 p.m.
Water Works Sanitary Sewer	Monday, November 9	7:00 a.m.	9:00 a.m.
Water Works Lakes	Monday, November 9	1:00 p.m.	3:00 p.m.
Police	Tuesday, November 10	6:00 - 9:00 a.m.	1:00 - 3:00 p.m.
VETERAN'S DAY OBSERVED	Wednesday, November 11	HOLIDAY NO ENROLLMENT	HOLIDAY NO ENROLLMENT
Police	Thursday, November 12	6:00 -9:00 a.m.	1:00 - 3:00 p.m.
Police	Friday, November 13	1:00 p.m.	3:00 p.m.
Fire Logistics Training Center	Monday, November 16 <b>11:30 AM - 12:30 PM LUNCH</b>	9:00 - 11:00 a.m.	1:00 - 3:00 p.m.
Fire Logistics Training Center	Tuesday, November 17 <b>11:30 AM - 12:30 PM LUNCH</b>	9:00 - 11:00 a.m.	1:00 - 3:00 p.m.
Fire Logistics Training Center	Wednesday, November 18 <b>11:30 AM - 12:30 PM LUNCH</b>	9:00 - 11:00 a.m.	1:00 - 3:00 p.m.
Finance Library (2 <sup>nd</sup> Floor City Hall) All City Employees	Thursday, November 19 <b>11:30 AM - 12:30 PM LUNCH</b>	9:00 a.m.	3:00 p.m.
Finance Library (2 <sup>nd</sup> Floor City Hall) All City Employees	Friday, November 20 <b>11:30 AM - 12:30 PM LUNCH</b>	9:00 a.m.	3:00 p.m.

**Note:** The Open Enrollment period is officially November 2, 2009 through November 30, 2009. If you miss your department's assigned dates/times you can come on one of the other dates/locations. All forms to support your elections must be received in Human Resources by close of business on Tuesday, December 1, 2009. Your Open Enrollment elections will be deducted on your first check in January 2010.