

UNIVERSITY OF NEW ENGLAND

2024 Benefits Open Enrollment

November 1–15, 2023



UNIVERSITY OF
NEW ENGLAND

INNOVATION FOR A HEALTHIER PLANET

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Introduction

This packet provides you with important information as you are considering your benefit options for 2024. This year's Benefits Open Enrollment period is November 1 through November 15, for changes effective January 1, 2024. **All elections and forms must be completed within this period** at U-Online, uonline.une.edu. If you are making changes involving adding or dropping a dependent or domestic partner, you must also complete a Benefit Election Form, which you may acquire by contacting Human Resources at hr@une.edu.

We encourage you to log in to Open Enrollment via U-Online to review your benefits and complete Open Enrollment by November 15, even if you don't plan to make any changes. By completing Open Enrollment online, you will automatically be entered into a raffle drawing for prizes such as iPads, gift cards, gift baskets, and more!

Please see the following helpful documents, including information on upcoming insurance carrier webinars and opportunities to meet with the insurance carriers and/or Human Resources one-on-one.

Note: Vision insurance is no longer automatically included with one of the three medical insurance plans. You now have the option to elect vision coverage separately from medical insurance, providing you with more flexibility in your benefit choices. **⚠️ If you wish to have vision insurance in 2024, you must select coverage online during Open Enrollment. The Cigna medical plan will only cover one's annual vision exam.**

- If you do not select a vision insurance option in online Open Enrollment, it will be assumed you wish to opt out of coverage for 2024.
- Your new Cigna coverage will be set up according to the plan selected during online Open Enrollment. If you do not confirm your 2024 coverage during online Open Enrollment, you will be set up with the Cigna plan equivalent to what you elected in 2023.

Thank you,
Human Resources

HR Contact Information

For more information regarding Open Enrollment and your 2024 benefits, review the 2024 Benefits Guide and visit une.edu/hr/benefits. Human Resources encourages employees to attend insurance carrier webinars and schedule HR Help Desk meetings for benefits-related questions. If you do have questions after attending, contact Human Resources at (207) 602-2283 or hr@une.edu.

HR BENEFITS TEAM

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Summary of Plan Changes

We have detailed below high-level information regarding the various benefit offerings. However, we strongly encourage you to thoroughly review the **2024 Employee Benefits Guide** for more detailed information about each benefit. If you currently elect any of the below benefits, we also encourage you to make sure your mailing address is up to date with the appropriate insurance carriers.

MEDICAL INSURANCE

We will be transitioning to Cigna as our medical insurance provider, and there will be an increase to 2024 medical insurance premiums. While the IRS has mandated an increase in the HSA medical plan deductibles for 2024, there are no major plan design changes. Your new Cigna coverage will be set up according to the plan selected during online Open Enrollment. If you do not confirm your 2024 coverage during online Open Enrollment, you will be set up with the Cigna plan equivalent to what you elected in 2023.

- **To cover a domestic partner on your insurance plan(s)**, please contact an HR representative during Open Enrollment. We ask that you complete a Benefit Election Form *and* Domestic Partner Affidavit to include your partner on your 2024 benefits. Failure to do so may affect your partner's coverage.
- **UNE will continue to offer a Health Savings Account (HSA) plan in 2024** and will continue to contribute up to \$2,600 to each eligible employee's HSA (dividing it up among each pay period). This will cover nearly 100% of the deductible for an individual and nearly 50% of the deductible for other coverage (two adult, single parent, or family). The services covered by the HSA plan are comparable to the Basic and Enhanced plans.
 - **The HSA medical plan will no longer have referral requirements, providing you with greater flexibility and ease of access to health care.** You also are no longer required to select a PCP in Cigna's online portal, though it is recommended.
 - **Please note that you cannot have both an HSA and a medical FSA (Flexible Spending Account).** If you elected a medical FSA for 2023 and an HSA for 2024, all medical FSA funds must be used *and* reimbursed by 12/31/2023.
 - **Please note HSA Contribution Limits for 2024:** \$4,150 for individual coverage and \$8,300 for family coverage. Those aged 55 or older can contribute an additional \$1,000. These totals include money from all sources, which means the deposits UNE makes to your account accumulate toward the maximums. If you elect the HSA medical plan for 2024, make sure you go into online Open Enrollment to enter your annual pre-tax HSA contribution amount. Do not include UNE's employer contribution in the amount you enter.
 - We will be switching to HSA Bank for 2024. Information on transferring funds from BenefitWallet to HSA Bank will be forthcoming.

Summary of Changes, *continued*

VISION INSURANCE

Vision insurance is no longer automatically included with one of the three medical insurance plans. You now have the option to elect vision coverage separately from medical insurance, providing you with more flexibility in your benefit choices. If you wish to have vision insurance in 2024, you must select coverage online during Open Enrollment. The Cigna medical plan will only cover one's annual vision exam. **▲ If you don't wish to select vision insurance for 2024, it is important to go in to online Open Enrollment and select the "Vision Opt Out" option.**

DENTAL INSURANCE

We are excited to announce that there are no plan or premium changes for 2024.

SHORT TERM DISABILITY

We are excited to announce that Short Term Disability rates have decreased for 2024. Review your short term disability coverage to make sure that it adequately covers your needs. If you are entering into a new age bracket as of January 1, 2024, Human Resources will adjust your premium accordingly. Please ensure you select your correct age bracket as of 1/1/2024, while keeping in mind there has been an adjustment in age brackets to now include "70-74" and "75+" options.

SUPPLEMENTAL LIFE INSURANCE

We are happy to announce there will be no rate increase for 2024. Review your supplemental life insurance coverage to make sure that it adequately covers your needs. If you have entered into a new age bracket due to a birthday, your premiums will automatically increase for supplemental life insurance.

- **If your 2024 election exceeds \$350,000** (whether the increase is due to a salary change or an increased election) you will need to go through the Evidence of Insurability (EOI) process. The Evidence of Insurability process will allow Standard Insurance Company (The Standard) to determine if your election is approved. Contact HR or The Standard (at 1 (800) 877-7195) for this form. Your level of coverage will not exceed \$350,000 until this form is completed and approved by The Standard.
 - i. If the initial EOI for a **salary increase** is approved, you will not have to show EOI for any additional salary increases in the future.
 - ii. If the initial EOI for an **increased plan election** is approved, and in the future you make additional increases such as going from 2x coverage to 3x coverage, you will be required to complete the EOI process again for that increased election. Your newly elected increased level of coverage will not go into effect until this form is completed and approved by The Standard.

Summary of Changes, *continued*

- **If you are a late entrant**, meaning you did not elect supplemental life insurance coverage when you were originally hired or newly eligible, EOI will be required for any amount of newly elected coverage.
- **If you are 70+ years of age**, or will be turning 70 in 2024, please speak with HR to discuss how your coverage may be affected in 2024.

FLEXIBLE SPENDING ACCOUNTS

Flexible Spending Account elections must be made each year. **▲ If you wish to have a medical and/or dependent care FSA for 2024, you must access Open Enrollment online by November 15 to elect this benefit.**

- **Please note that you cannot have both an HSA and medical FSA.** If you elected a medical FSA for 2023 and HSA for 2024, all medical FSA funds must be used *and* reimbursed by 12/31/2023.
- For 2024, the maximum medical FSA election has increased from \$2,850 to \$3,050.

Online Instructions

Online Open Enrollment is a menu-driven feature that allows you to make benefit changes from the convenience of your home or office. While below are detailed, step-by-step instructions for your convenience, you will find that the website is user friendly and easy to navigate to make benefit changes.


Open Enrollment starts on November 1, 2023, and ends on November 15, 2023. All elections MUST be made within this time period.

The effective date of any new elections will be January 1, 2024.

ACCESSING OPEN ENROLLMENT ONLINE

1. Open your web browser and go to U-Online, uonline.une.edu.
2. Type your NorEaster ID (myUNE id) and Password in the text boxes provided.
3. Select the links **Employee Services > Benefits and Deductions > Open Enrollment**.
4. Select **Start Open Enrollment** to begin the Open Enrollment process, with changes effective January 1, 2024.


IMPORTANT REMINDERS

- ✓ To follow IRS regulations, Flexible Spending Accounts **MUST** be elected each year.
 - Please note that **you cannot have both a Health Savings Account and medical Flexible Spending Account** in the same plan year. If you elected a medical FSA for 2023 and HSA for 2024, all previous year medical FSA funds must be used *and* reimbursed by 12/31/2023.
- ✓ If changes are made to your health or dental plan (and/or if you are electing vision insurance for 2024) that affect **your dependents**, you will need to complete a Benefit Election Form in addition to making the changes online. If you add a **domestic partner** to any insurance plan, you will need to complete a Benefit Election Form and Domestic Partner Affidavit. These forms are available by contacting Human Resources by 11/15/2023.
- ✓ Once you are finished with **ALL** benefit changes, select **Complete** on the bottom of the Open Enrollment page, then select **Submit** on the final page.  **Your changes will not be activated until both "Complete" and "Submit" are selected.**

HEALTH, VISION, AND DENTAL COVERAGE

If you would like to make changes to your health plan or dental plan or to select vision insurance for 2024, you have the opportunity to make your changes or new election online. If you make changes or a new election to one of these plans and it affects **your dependents**, you will need to complete a Benefit Election Form in addition to making the changes online. If you add a **domestic partner** to any insurance plan, you will need to complete a Benefit Election Form and Domestic Partner Affidavit. These forms are available by contacting Human Resources at hr@une.edu by 11/15/2023.

If you wish to opt out of medical, vision, and/or dental insurance for 2024, please make sure to select the appropriate **Opt Out** plan option.

Once you have selected **Start Open Enrollment**, the title of your current medical plan and dental plan will appear under the **Health** link. By selecting this link, you can view your health and dental group options for 2024.  **You can also select this link to elect vision insurance for 2024.**

To change to a new plan:

1. Select the plan link you currently have, but would like to change (i.e. **Health Enhanced**).
2. Select **Stop Benefit**.
3. Under the **Health** group list, elect a different plan by selecting the new plan you would like to change to for 2024 (i.e. **Health Basic**).
4. Elect the specific level of coverage you want to enroll in by selecting the appropriate plan under **My Choice**.
5. Select **Add Choice**.
 - **If electing the HSA health plan** for 2024, you also have the ability to contribute to the HSA account that will be established for you. UNE will deposit up to \$2,600 to your HSA, dividing the contributions up among each pay period. You can choose to contribute up to an additional \$1,550 (employee only) or \$5,700 (employee + children, employee + spouse, family), and if you are aged 55 or over you can contribute an additional \$1,000 on top of that.
 - **If you wish to contribute additional money to your HSA account effective January 1**, after electing the HDHP option, you will also need to elect the HSA option, which will allow you to enter your 2024 annual contribution. Please note that you can make changes to your HSA contribution at any point during the year.
 - In the **Annual Election** text box, type your 2024 annual election amount (*note: the amount you elect will be divided by the number of pay periods you are paid during the year, i.e. 24, 22, 20, 18*).
6. Select **Open Enrollment** at the bottom of the page to return to the Open Enrollment page, and review the changes you have just made.

To select vision insurance for 2024

1. Select ***Vision Plan***.
2. Elect the specific family status type of coverage you want to enroll in by selecting the appropriate type under ***My Choice***.
3. Select ***Submit Change***.
4. Select ***Open Enrollment*** at the bottom of the page to return to the Open Enrollment page, and review the changes you have just made.

To keep your current plan type, but change the family status type:

1. Select the plan link you currently have (i.e. ***Health HDHP***).
2. Elect the specific family status type of coverage you want to enroll in by selecting the appropriate type under ***My Choice***.
3. Select ***Submit Change***.
4. Select ***Open Enrollment*** at the bottom of the page to return to the Open Enrollment page, and review the changes you have just made.



SUPPLEMENTAL LIFE INSURANCE

During Open Enrollment you can elect or increase life insurance online, up to a total of **4x your salary**. During Open Enrollment you may also update your beneficiary information for your life insurance. To make these changes contact Human Resources at hr@une.edu. If you elect coverage **greater than \$350,000 or increase your elected amount** (such as going from 2x coverage to 3x coverage), you will need to complete an Evidence of Insurability form, which you may obtain through HR or The Standard. Failure to do so may affect your coverage.

FLEXIBLE SPENDING ACCOUNTS

2023 Flexible Spending Account elections will not automatically be continued for 2024. You must re-enroll online each year. If you want to re-enroll in Flexible Spending Accounts or enroll for the first time, **you must do so online.** Remember that you cannot elect an HSA and medical FSA in the same plan year.

To enroll/re-enroll in a Flexible Spending Account:

1. From the Open Enrollment page, select ***Flex Spending*** to view your Flex Spending Group choices and select either ***Flexible Spending Dependent Care*** or ***Flexible Spending Medical*** to view the Open Enrollment Choice Detail page for each category.
2. In the ***Annual Election*** text box, type your 2024 annual election amount (*note: the amount you elect will be divided by the number of pay periods you are paid during the year, i.e. 24, 22, 20, 18*).
3. Select ***Add Choice > Submit Change***.
4. Repeat steps 1-3 if you would like to enroll/re-enroll in another Flexible Spending Account category.
5. Select ***Open Enrollment*** at the bottom of the page to return to the Open Enrollment page, and review the changes you have just made

SHORT TERM DISABILITY

Short Term Disability is a voluntary benefit that may be elected or changed online during Open Enrollment.

You are eligible to elect a maximum weekly benefit coverage of **70% of your weekly salary**, with a **maximum weekly benefit coverage cap of \$750**. The amount you elect must be rounded down to the nearest \$50 increment, between \$50 and \$750. Short Term Disability coverage eligibility is calculated based on your salary and age as of January 1, 2024. If you are entering into a new age bracket as of January 1, 2024, Human Resources will adjust your premium accordingly. Please ensure you select your correct age bracket as of 1/1/2024, while keeping in mind there has been an adjustment in age brackets to now include “70-74” and “75+” options.

To check your current Short Term Disability 2023 weekly coverage:

1. From the U-Online homepage, select
Employee Services > Benefits and Deductions > Miscellaneous Deductions.
OR
2. From the Open Enrollment page, select ***Miscellaneous*** to view your current 2023 weekly coverage.

Online Instructions, *continued*

To change your Short Term Disability weekly coverage:

1. From the Open Enrollment page, select **Miscellaneous** to view your current 2023 weekly coverage.
2. Select **Short Term Disability Insurance**.
3. In the **Filing Status** drop-down box, select the age bracket for your age as of January 1, 2024.
4. In the **Enter Weekly Coverage** text box, type the 2024 weekly coverage amount you would like to elect.
5. Select **Submit Change**.
6. Select **Open Enrollment** at the bottom of the page to return to the Open Enrollment page, and review the changes you have just made.

To verify the change that you have made to your Short Term Disability weekly coverage amount **BEFORE** you are finished with online Open Enrollment and **have not** selected **Complete**:

- From the Open Enrollment page, select **Miscellaneous**.

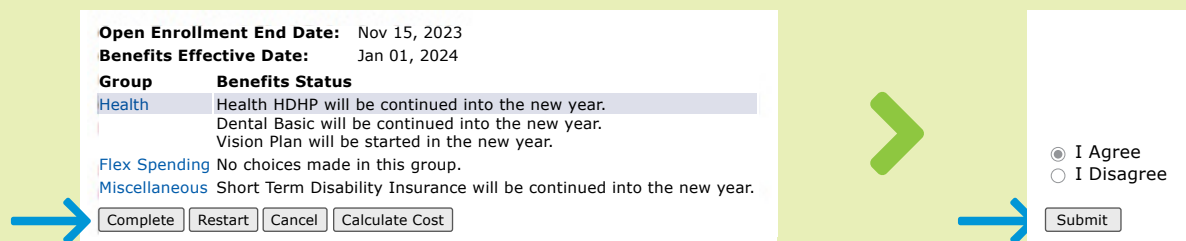
To verify the change that you have made to your Short Term Disability weekly coverage amount **AFTER** you are finished with online Open Enrollment and **have** selected **Complete**:

- From the U-Online homepage, select **Employee Services > Benefits and Deductions > Miscellaneous Deductions > History**.
 - You will see two effective dates once you have selected the **History** link. The top line represents your current 2023 weekly coverage amount. **The bottom line represents the election/changes that you have made for your 2024 weekly coverage amount.**

COMPLETING ONLINE OPEN ENROLLMENT

1. From the Open Enrollment Page, **you must select *COMPLETE***.
2. Scroll down to the bottom of the page and select ***I Agree***.
3. Select ***Submit***.

Your changes **will not activate** unless you select ***Complete*** and ***Submit***.



The diagram illustrates the process of completing online open enrollment. On the left, a screenshot of the 'Open Enrollment' page shows the 'Open Enrollment End Date' as Nov 15, 2023, and the 'Benefits Effective Date' as Jan 01, 2024. Below this, a table lists the 'Group' and 'Benefits Status' for 'Health', 'Flex Spending', and 'Miscellaneous'. The 'Health' group is highlighted, showing that Health HDHP, Dental Basic, and Vision Plan will be continued or started in the new year. The 'Flex Spending' group shows 'No choices made in this group.' The 'Miscellaneous' group shows 'Short Term Disability Insurance will be continued into the new year.' At the bottom of the table, there are four buttons: 'Complete', 'Restart', 'Cancel', and 'Calculate Cost'. A blue arrow points from the 'Complete' button to the right. On the right, a screenshot of the confirmation page shows two radio buttons: 'I Agree' (selected) and 'I Disagree'. Below these is a 'Submit' button. A green arrow points from the 'Complete' button on the left page to the 'Submit' button on the right page.

Group	Benefits Status
Health	Health HDHP will be continued into the new year. Dental Basic will be continued into the new year. Vision Plan will be started in the new year.
Flex Spending	No choices made in this group.
Miscellaneous	Short Term Disability Insurance will be continued into the new year.

Buttons: Complete, Restart, Cancel, Calculate Cost

Confirmation: ☒ I Agree, ☐ I Disagree, Submit

After completing Open Enrollment online you will be automatically entered into a daily raffle for some great prizes!

CONFIRMATION OF 2024 CHANGES

1. From the U-Online Homepage, select
Employee Services > Benefits and Deductions > Benefit Statement.
2. In the ***As of Date*** drop-down box, select ***Jan 01, 2024***.
3. Select ***Select***.
4. Carefully review this page for accuracy and consider printing this page for your records.

* This ***Benefit Summary*** page **does not** show your elections/changes for Short Term Disability. Please refer to the Short Term Disability section above to learn how to view your changes for 2024.

STARTING OVER

If you complete your online Open Enrollment for 2024 and would like to make changes, you may do this online by November 15, 2023. Simply follow the instructions listed above, return to the ***Open Enrollment*** page, and select ***Restart***.

All elections MUST be made within the time period of November 1, 2023, through November 15, 2023.

MORE REFERENCES

For information or assistance with benefits and/or deductions, contact Human Resources at hr@une.edu.

Cigna Information


CIGNA ONE GUIDE ENROLLMENT SUPPORT LINE

Cigna One Guide service is available to you now. Call a Cigna One Guide representative to get personalized, useful guidance. Your personal guide will help you:

- Easily understand the basics of health coverage.
- Identify the types of health plans available to you.
- Check if your doctors are in-network to help you avoid unnecessary costs.
- Get answers to any other questions you may have about the plans or provider networks available to you.

Don't wait until the last minute to enroll. Call 1 (800) 401-4041 to speak with a Cigna One Guide representative today.

FINDING A DOCTOR IN CIGNA'S NETWORK

1. Go to  [Cigna.com](https://www.cigna.com), and click *Find a Doctor* at the top of the screen. Then, under *How are you Covered?* select *Employer or School*.
2. Change the geographic location to the city/state or zip code you want to search. Select the search type and enter a name, specialty, or other search term. Click on one of the suggestions or the magnifying glass icon to see your results.
3. Answer any clarifying questions, and then verify where you live (as that will determine the networks available).
4. **Optional:** Select one of the plans offered by your employer during open enrollment.

You can also refine your provider search results by distance, years in practice, specialty, languages spoken, and more.

Insurance Carrier Webinars

To assist you in making your 2024 Open Enrollment decisions, Human Resources is excited to provide several options for you to attend webinars hosted by the various insurance carriers.

CIGNA MEDICAL

HSA Plan

October 24 | 9 a.m. <https://une.zoom.us/j/93508390505>
(929) 205-6099 | Meeting ID: 935 0839 0505

Basic/Enhanced Plans

October 24 | 1 p.m. <https://une.zoom.us/j/98537038545>
(929) 205-6099 | Meeting ID: 985 3703 8545

CIGNA VISION

October 30 | 10 a.m. <https://une.zoom.us/j/98535321802>
(929) 205-6099 | Meeting ID: 985 3532 1802

DELTA DENTAL

October 31 | 9 a.m. <https://une.zoom.us/j/95315003746>
(929) 205-6099 | Meeting ID: 953 1500 3746

THE STANDARD

Life Insurance and Disability Insurance

October 23 | 10 a.m. <https://une.zoom.us/j/96259134467>
(929) 205-6099 | Meeting ID: 962 5913 4467

Open Enrollment Help Desks

We are here to help! Human Resources and our great insurance carriers are dedicated to helping you select your 2024 benefit elections online from November 1–15, 2023.



HR VIRTUAL OR IN-PERSON HELP DESKS

To schedule your 15 minute meeting, email hr@une.edu with “HR Help Desk” in the subject line of your email. Include the Help Desk you’d like to attend, three preferred times, and whether you’d like to meet virtually or in-person. Please allow for one hour of flexibility.



BIDDEFORD CAMPUS

November 1 | 10 a.m. – 2 p.m.
November 7 | 10 a.m. – 2 p.m.
November 9 | 10 a.m. – 2 p.m.
November 10 | 10 a.m. – 2 p.m.
November 13 | 10 a.m. – 2 p.m.
November 14 | 10 a.m. – 2 p.m.



PORTLAND CAMPUS

November 2 | 10 a.m. – 2 p.m.
November 3 | 10 a.m. – 2 p.m.
November 6 | 10 a.m. – 2 p.m.
November 8 | 10 a.m. – 2 p.m.
November 15 | 10 a.m. – 2 p.m.



HR OPEN ENROLLMENT DAILY ZOOM DROP-IN

If you have a quick question about benefits please join us at a daily Zoom Drop-In meeting. Meetings will be held every week day during Open Enrollment (Nov. 1–Nov. 15) from 11:30 a.m.–12:30 p.m.

Zoom link: <https://une.zoom.us/j/94791420321>

Open Enrollment Help Desks, *continued*

VENDOR VIRTUAL HELP DESKS

To schedule your 15 minute virtual meeting, please email hr@une.edu with the Help Desk you'd like to attend and three preferred day(s) and times, allowing for one hour of flexibility. Please use "Vendor Virtual Help Desk" in the subject line of your email.

Cigna (Medical and Vision)

October 23 | 10 a.m. – 2 p.m.

October 24 | 10 a.m. – 2 p.m.

October 25 | 10 a.m. – 2 p.m.

October 26 | 10 a.m. – 2 p.m.

The Standard

October 23 | 9 a.m. – 1 p.m.

October 26 | 12 p.m. – 4 p.m.

GroupDynamic

October 25 | 9 a.m. – 1 p.m.

October 26 | 12 p.m. – 4 p.m.

If you have specific questions regarding your dental insurance coverage, contact Delta Dental's member services team directly at any point and they will be happy to assist you.

Delta Dental: 1 (800) 832-5700

Open Enrollment Raffle

Complete Open Enrollment from November 1 to 15 on U-Online and be entered to win a raffle prize!
The sooner you complete Open Enrollment online, the more chances you have to win.

RAFFLE PRIZES

Names will be randomly drawn at 8:30 a.m. every morning according to the following schedule:

November 2	Electric Toothbrushes (2) Mariners Package (4 Tickets)
November 3	\$25 Gift Cards (2) iPad (1)
November 6	Bread Proofing Basket (1) JBL Clip 4 Waterproof Bluetooth Speaker (1)
November 7	Relaxation Kit (1) JBL Clip 4 Waterproof Bluetooth Speaker (1)
November 8	Aromatherapy Diffuser and Essential Oil Set (1)
November 9	Exercise/Resistance Set (1) iPad (1)
November 10	Coffee Gift Box Set (1) \$25 Amazon Gift Cards (2)
November 13	JBL Clip 3 Waterproof Bluetooth Speaker (1)
November 14	Sea Dogs Package (4 Tickets)
November 15	UNE Swag Bag (1)

Quick-Reference Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
Oct. 23	Oct. 24	Oct. 25	Oct. 26	Oct. 27
Vendor Virtual Help Desks 9 a.m.–1 p.m. The Standard 10 a.m.–2 p.m. Cigna Webinars 10 a.m. The Standard	Vendor Virtual Help Desks 10 a.m.–2 p.m. Cigna Webinars 9 a.m. Cigna Medical (HSA Plan) 1 p.m. Cigna Medical Basic/Enhanced Plans	Vendor Virtual Help Desks 9 a.m.–1 p.m. GroupDynamic 10 a.m.–2 p.m. Cigna	Vendor Virtual Help Desks 10 a.m.–2 p.m. Cigna 12–4 p.m. The Standard 12–4 p.m. GroupDynamic	
Oct. 30	Oct. 31	Nov. 1	Nov. 2	Nov. 3
Webinars 10 a.m. Cigna Vision	Webinars 9 a.m. Delta Dental	 FIRST DAY of Open Enrollment HR Help Desk: Biddeford Campus 10 a.m.–2 p.m. Daily HR Zoom Drop-In 11:30 a.m.–12:30 p.m.	HR Help Desk: Portland Campus 10 a.m.–2 p.m. Daily HR Zoom Drop-In 11:30 a.m.–12:30 p.m.  RAFFLE DRAWING Electric Toothbrushes Mariners Package	HR Help Desk: Portland Campus 10 a.m.–2 p.m. Daily HR Zoom Drop-In 11:30 a.m.–12:30 p.m.  RAFFLE DRAWING iPad \$25 Gift Cards
Nov. 6	Nov. 7	Nov. 8	Nov. 9	Nov. 10
HR Help Desk: Portland Campus 10 a.m.–2 p.m. Daily HR Zoom Drop-In 11:30 a.m.–12:30 p.m.  RAFFLE DRAWING Bread Proofing Basket Bluetooth Speaker	HR Help Desk: Biddeford Campus 10 a.m.–2 p.m. Daily HR Zoom Drop-In 11:30 a.m.–12:30 p.m.  RAFFLE DRAWING Relaxation Kit Bluetooth Speaker	HR Help Desk: Portland Campus 10 a.m.–2 p.m. Daily HR Zoom Drop-In 11:30 a.m.–12:30 p.m.  RAFFLE DRAWING Aromatherapy Diffuser and Essential Oil Set	HR Help Desk: Biddeford Campus 10 a.m.–2 p.m. Daily HR Zoom Drop-In 11:30 a.m.–12:30 p.m.  RAFFLE DRAWING iPad Exercise/Resistance Set	HR Help Desk: Biddeford Campus 10 a.m.–2 p.m. Daily HR Zoom Drop-In 11:30 a.m.–12:30 p.m.  RAFFLE DRAWING Coffee Gift Box Set \$25 Amazon Gift Cards
Nov. 13	Nov. 14	Nov. 15		
HR Help Desk: Biddeford Campus 10 a.m.–2 p.m. Daily HR Zoom Drop-In 11:30 a.m.–12:30 p.m.  RAFFLE DRAWING Bluetooth Speaker	HR Help Desk: Biddeford Campus 10 a.m.–2 p.m. Daily HR Zoom Drop-In 11:30 a.m.–12:30 p.m.  RAFFLE DRAWING Sea Dogs Package	 LAST DAY of Open Enrollment HR Help Desk: Portland Campus 10 a.m.–2 p.m. Daily HR Zoom Drop-In 11:30 a.m.–12:30 p.m.  RAFFLE DRAWING UNE Swag Bag		



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INNOVATION FOR A HEALTHIER PLANET