



## Town of Littleton

**Open Enrollment: March 10, 2025 to March 21, 2025**

***Benefit Eligible Employees Only***

---

**New plan year starts: July 1, 2025**

Rates for New Plan Year Start: April 19, 25 (21 pay employees) or June 14, 25 (26 pay employees)

### **Important Items to Read:**

- Use the ESS OPEN ENROLLMENT INSTRUCTIONS sheet attached to this email for step-by-step directions on how to complete the open enrollment process.
  - Instructions for logging into ESS for the first time are attached to the open enrollment email. If you still need account assistance or a password reset once you read through the instructions, email [hr@littletonma.org](mailto:hr@littletonma.org).
- All benefit information and current rates can be found in the documents tab of Employee Self-Service, or online at <https://littletonma.org/243/Employee-Benefits>.
- **Making Changes (\*ACTION REQUIRED\*) no later than Friday, March 21, 2025:**
  - You **MUST** submit paper enrollment forms for each individual benefit that you are electing/changing to your payroll coordinator, drop off to HR directly, or put them in interoffice mail with original signatures **AND** in addition, **you MUST login to the Employee Self-Service portal** to elect or decline each benefit.  
*\*Please DO NOT email any enrollment forms containing sensitive information\**
- **No Changes (\*ACTION REQUIRED\*) no later than Friday, March 21, 2025:**
  - You **MUST login to the Employee Self-Service portal** to elect or decline each benefit. If you aren't making any changes, you still have to login and elect 'no changes'.
- If you need to make any changes to Boston Mutual basic/supplemental life insurance or The Standard disability insurance, please contact human resources at [hr@littletonma.org](mailto:hr@littletonma.org).
  - **Please note:** if you want to sign up for basic/supplemental life, or disability insurance, you will need to fill out a medical history statement and HIPAA forms in addition to an enrollment form. The completed forms will be sent to their respective underwriters for review, and you may or may not be approved to come onto the group policy. Premium rates vary based on different factors.