



# MISSISSIPPI FORESTRY COMMISSION

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Monday, August 03, 2009

Due to updates in our employee benefit offerings, each employee will be required to sign their Salary Reduction Agreement (Cafeteria Form) whether or not any changes are anticipated. If you are planning to make changes to your benefit options, please be sure to bring social security number and birth date with you for any dependents you are planning to cover. There will be no signature on file option this year for employees that do not attend the scheduled enrollment dates.

This will be your opportunity to meet with the representatives of each of our supplemental benefit plans. Please do not hesitate to sit down with any one of them, they will be more than happy to take all the time needed to answer your questions/concerns or advise of any changes to existing coverage options. Some of our supplemental benefits offerings will have a guaranteed issue to coverage and this is the reason that the signature on file option is not available this year.

All sessions begin at 9:00 a.m. except the Capital District which begins at 1:30 p.m. Employees may attend any session they desire. For those employees attending sessions outside of their normal assigned work area, please make every attempt to get there as early as possible. Once we have seen all the employees assigned to the specific location site, we will be leaving.

## BENEFITS ENROLLMENT SCHEDULE 2009

Location	Date	Time
South Central (Bay Springs)	Tuesday, September 22, 2009	9:00 a.m. to 4:00 p.m.
Southeast (Wiggins)	Wednesday, September 23, 2009	9:00 a.m. to 4:00 p.m.
Southwest (Brookhaven)	Thursday, September 24, 2009	9:00 a.m. to 4:00 p.m.
State Office	Monday, September 28, 2009	9:00 a.m. to Noon
Capital (Pearl)	Monday, September 28, 2009	1:30 p.m. to 4:00 p.m.
Northwest (Elliott)	Tuesday, September 29, 2009	9:00 a.m. to 4:00 p.m.
Northeast (Tupelo)	Wednesday, September 30, 2009	9:00 a.m. to 4:00 p.m.
East Central (Philadelphia)	Thursday, October 1, 2009	9:00 a.m. to 4:00 p.m.

Thanks,  
Janice P. Baker  
Personnel Officer V