



### **Virtual 1-1 Benefit Consultations:**

#### **Week 1**

- September 19: 10:00AM - 2:00PM
- September 21: 2:00PM - 5:00PM
- September 23: 10:00AM - 2:00PM

#### **Week 2**

- September 26: 2:00PM - 5:00PM
- September 29: 8:00AM - 11:00AM

#### **Week 3**

- October 3: 10:00AM - 2:00PM
- October 6: 2:00PM - 5:00PM
- October 7: 8:00AM - 11:00AM

#### **Week 4**

- October 11: 1:00PM - 4:00PM
- October 13: 9:00AM - 1:00PM
- October 14: 9:00AM - 12:00PM

### **Talk to an HR Representative:**

HR can help you with your benefit elections, answer benefit questions and show you where to access great tools and resources to have a successful Open Enrollment!

### **How to Schedule an Appointment:**

1. [Click HERE to access our OE Bookings Page](#)
2. Select a 10 minute benefit consultation with one of our HR Benefits Representatives.
3. You'll see options for a virtual consultations via Microsoft Teams/Phone.
4. After you've scheduled your session you'll receive a confirmation email with additional instructions and an appointment reminder.



If you're unable to make any of our available Open Enrollment Consultation appointments, please don't hesitate to reach out to our HR Benefits representatives via email, phone or on Teams with questions!  
- HR Benefits Team

Email: [HRBenefits@cityofpaloalto.org](mailto:HRBenefits@cityofpaloalto.org) :: Phone: (650)329-2376

HR Benefits Team: Sandhya Uthup, Araceli Arroyo, Samantha Tamale, Taran Mann



## **In-Person 1-1 Benefit Consultations:**

**By Appointment Only**

### **City Hall:**

- Location: Flexible Meeting Room
- Date/Time: Sept 20, 10am - 2pm

### **Fire Station 6:**

- Location: Training Room
- Date/Time: Sept 22, All Day (lunch 12-1)

### **WQCP:**

- Location: Admin Conference Room
- Date/Time: Sept 27, 10am - 2pm

### **MSC:**

- Location: PWD Conference Room
- Date/Time: Sept 28, All Day (lunch 12-1)

### **Mitchell Park Community Center:**

- Location: El Palo Alto East Room
- Date/Time: Oct 5, All Day (lunch 12-1)

### **City Hall:**

- Location: Flexible Meeting Room
- Date/Time: Oct 12, All Day (lunch 12-1)

## **Talk to an HR Representative:**

HR can help you with your benefit elections, answer benefit questions and show you where to access great tools and resources to have a successful Open Enrollment!

## **How to Schedule an Appointment:**

1. [Click HERE to access our OE Bookings Page](#)
2. Select a 10 minute benefit consultation with one of our HR Benefits Representatives.
3. You'll see options for a social distanced in-person consultation at available City locations.
4. After you've scheduled your session you'll receive a confirmation email with additional instructions and an appointment reminder.



If you're unable to make any of our available Open Enrollment Consultation appointments, please don't hesitate to reach out to our HR Benefits representatives via email, phone or on Teams with questions!  
- HR Benefits Team

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