



YOUR RETIREMENT PLAN

Team COJ,

We're trying to stay as active as possible with reaching out to COJ employees while we are sequestered. We have modified the link for scheduling in-person appointments in City Hall to one where we can provide a virtual appointment on the telephone or via WebEx if the participant has access to the internet.

Below is suggested text for our scheduling announcement on the COJ benefits website in case you are able to update it. We'd also welcome a COJ general announcement to COJ employees if you're able to.

We'll be posting this announcement on the plan website for participants who log into their account. We'll also be sending an email like this one to the Department Directors and Division Chiefs whose contact info we obtained during our recent (and ongoing) Outreach campaign. In that email, we'll ask them to share the Virtual Appointment link with their staff.

Please let us know if you have any requests or suggestions. Thanks again for your support. We appreciate it.

- ***“Due to the Covid-19 virus, face-to-face meetings with Empower representatives have been suspended until further notice. However, you can schedule a telephone or WebEx internet conference with an Empower representative. Click here to schedule a virtual meeting with a local Empower rep at a time convenient for you. Thank you for your patience.”***

[https://city\\_hall\\_duval.empowermytime.com](https://city_hall_duval.empowermytime.com)