



Newly Benefit Eligible Employee On-Boarding Guide For Participating Employers

As a participating employer in one or more of Michigan Catholic Conference Employee Benefit Program, we ask that you provide all new benefit eligible employees or when an existing employee becomes benefit eligible the pertinent benefit information outlined below.

EMPLOYEE BENEFITS ENROLLMENT GUIDE – this provides the employee with instructions on how to complete their benefit enrollment with MCC and where to find plan information.

REQUIRED NOTICES – these are Federally Mandated Notices and include:

- Federally Mandate Notices (this includes 3 different notices)
- Notice to Employees of Health Plan Offering – Provide this if you offer an MCC Health Plan, or
- Notice to Employees No Health Plan Offering – Provide this if you do not offer any health plan to your employees. (Note: employer will need to complete appropriate section)
- HIPAA Joint Notice of Privacy Practices
- Annual Salary Reduction Agreement – this should be used by all employees enrolling in any MCC benefit plan that requires a payroll deduction. Please retain for your records.

CATHOLIC ADVOCACY NETWORK SIGN UP FLYER

We ask that you also provide your employees with the employee cost share of medical, dental and/or vision benefits, if applicable, as MCC does not have access to this information.

Please direct benefit eligible employees to the MCC benefit information available on our website at www.micatholic.org and guide them in the process of making their benefit elections.

Employees have 30-days from date of hire or the date MCC is notified of benefit eligibility to enroll in our health and welfare benefit programs, whichever is later. Enrollment may be completed on-line on MCC's Employee Self-Serve (accessible through our website) or by call the MCC Benefits Team at 800-395-5565

Please contact the Michigan Catholic Conference Employee Benefits Department at 1- 800-395-5565 or Benefits@MICatholic.org with any questions you may have.

Thank you.