

New Hire / Newly Eligible Employee Enrollment Guide

MCC has created the Employee Benefit Enrollment Guide to assist you in providing your employees with information needed to enroll in the MCC benefit plans. In addition to benefit plan information, the guide contains notices you are required to provide each benefit eligible employee.

Provide each benefit eligible employee this guide either by printing or providing access to the micatholic.org website. *You are responsible for informing your employees which of the MCC benefit plans you offer to your employees and the employee contribution amount.*

The Employee Enrollment Guide includes:

- Eligibility for employee and family members and Effective Date
- How to Enroll
- Benefit Plan Information (link to each plan summary on website)
 - Medical and Prescription Drug Plan
 - Dental
 - Vision
 - Basic Life
 - Voluntary Life
 - Flexible Spending Accounts
 - Short-Term Disability
 - Long Term Disability
 - Lay Employees Retirement Plan
- Annual Salary Reduction Agreement (to be retained by employer)

The following are mandated notices and should be printed and hand-delivered or mailed first class to employee's home address*:

- Women's Health and Cancer Rights Act Notice
- Newborns' and Mothers' Health Protection Act Notice
- Notice of Special Enrollment Rights
- Joint Notice of Privacy Practices
- Uses and Disclosure of Protected Health Information
- PPACA Claims and Appeals Procedures for Group Health Plan
- Notice of Creditable Coverage

*You may send via email if you verify that each employee opens email and reads notice.

Please be sure each eligible employee receives the Enrollment Guide. Enrollment may be done through Employee Self-Serve or by contacting MCC. If the employee is enrolling in benefits, please remember they must enroll within the first 30 days of eligibility. To view or print a copy of the Enrollment Guide, click [here](#). Please call or email Michigan Catholic Conference's Employee Benefits Department at 1- 800-395-5565 or Benefits@MICatholic.org with any questions you may have.

REMEMBER: Employees have 30 days from date of hire or date become benefit eligible to enroll in the MCC benefit plans.