

M-NCPPC FREQUENTLY ASKED QUESTIONS (FAQs) FOR NEW HIRES ENROLLING IN BENEFITS

1. Where can I find detailed information about the employee benefit plan/program offerings?

You can find detailed information about the employee benefit plan/program offerings that were discussed during the new hire orientation at www.mncppc.org/275.

The screenshot shows the M-NCPPC Employee Benefits Information website. The page has a dark blue header with the M-NCPPC logo and navigation links for 'Meetings & Agendas', 'Our Departments', and 'Parks & Facilities'. Below the header is a large image of a building with a red roof. A search bar is visible with the text 'What are you looking for?'. The main content area is titled 'EMPLOYEE BENEFITS INFORMATION' and lists various benefit plans and forms, including Health, Life, and Flexible Spending Account options, as well as Life Insurance and Disability Benefits.

[To access this page through InSite (Intranet): Our People→then -M-NCPPC Health & Benefits Office]

2. What is the deadline to enroll in benefits?

You must enroll in the healthcare plans (medical, dental, vision and prescription drug), life insurance (basic, dependent, supplemental), supplemental LTD (if annual salary exceeds \$108,000) and flexible spending account plans within 45 days of your date of hire. If not, you will have to wait until the next open enrollment period with an effective date of January 1 or within 45 days of a qualifying life event (marriage, divorce, newborn, etc.)

You can enroll in the MissionSquare retirement plans anytime throughout the year. You may also apply for life insurance anytime throughout the year; however, if after your initial 45-day enrolment window, you must provide Evidence of Insurability.

3. If I enroll within my first 45 days, when will my benefits be effective?

If you enroll within your first 45 days, your benefits will be effective the 1st of the month following receipt of your forms by the Health & Benefits Office.

4. Can I add my dependents (spouse, domestic partner, children) to my healthcare plans?

You may add your dependents to your healthcare plans. Proof of relationship (marriage certificates, domestic partner affidavit, birth certificates) will be required. Also, you must provide a copy of the Social Security card for each dependent.

5. Who can I contact if I have questions about the employee benefit plans/programs?

If you have questions about the employee benefit plans/programs, please contact the Employee Benefits Office:

- Phone: 301-454-1694
- Email: benefits@mncppc.org
- Fax: 301-454-1687