



MEMO

TO: All Staff

From: Human Resources

Date: 09/12/2023

Subject: Insurance Eligibility Review

Agency guidelines for participating in the group health insurance plan is: All regularly scheduled full-time employees, and regularly scheduled part-time employees who are regularly scheduled for 30 hours or more per week, are eligible for coverage under our comprehensive medical, dental, and vision insurance programs.

Moving forward we will be conducting a review of eligibility every three (3) months, in September, January, and April.

Any employee enrolled in insurance that is not meeting the thirty (30) hour weekly requirement will be notified by the second week of the month via email sent to your MVCS email account, and will be given thirty (30) days to meet the requirement.

Timeline

Review	Notification	Deadline to Meet Requirement
September 1 st -15 th	September 16 th – 21 st	October 16 th – 21 st
January 1 st -15 th	January 16 th – 21 st	February 16 th – 21 st
April 1 st – 15 th	April 16 th – 21 st	May 16 th – 21 st

Those that do not meet the requirement of thirty (30) hours weekly after thirty (30) days of notification will be given resources for other insurance options and coverage will be ended.

If you have any questions please feel free to contact Human Resources at hrsupport@mvcommunityservices.org

Thank you,

Jamey Smith
Jamey Smith, aPHR

Director of HR and Compliance