



To: All Menno Place Staff

GROUP MSP ADMINISTRATION CHANGE

Residents of British Columbia are required, by law, to enroll themselves and their family members with the Medical Services Plan (MSP).

Traditionally, some Employers, unions, and pension plans were required to administer a group plan for their employees or members. At Menno Place, this involved your People & Culture team submitting and maintaining Employee data with MSP. This included things like Employee name changes, address updates, contact information, marital status and family composition.

Updates to your MSP employee data will now be done by each employee securely online

Recently, changes were introduced and Employers are no longer required to administer group plans. The group plan required a substantial amount of work for your People & Culture colleagues, so Menno Place decided to discontinue the administration of a group plan.

- **There are no changes to Employee provincially insured health benefits whatsoever.**
- Your MSP benefits, Personal Health Number, for you and your family, etc. remain exactly the same.

The only difference? - Effective immediately, if you change your name, address, contact information or family status, etc. you are responsible to notify MSP directly. For example, if you move within BC to a new address, you must inform MSP. Also remember, if you have a child turning 19, they need their own individual MSP account.

To learn more about managing your own MSP account visit:

<https://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents/managing-your-msp-account>

Changes to your address may be submitted at

<https://www.addresschange.gov.bc.ca/>

Please feel free to direct any questions to Lana or Jessy in the People & Culture Office.


MENNO PLACE

COMPASSIONATE CHRISTIAN CARE FOR ALL


To: All Menno Place Staff
From: Melissa Francis, Director of People & Culture

1. GoldCare Submissions

Just a reminder for staff that are using GC employee portal: when filling out any submissions on your employee portal in GoldCare (extra time/overtime and LOA/time off/sick time). Please make sure that the status of your request at the top is set to "ACTIVE"

When this status is changed, the staffing office does NOT receive these requests.

Please refer to the picture here-

Note Entry
Leave Request Approval
LR Approval (4063)

Status	<input type="text" value="A"/>	<input type="button" value="Active"/>
Alert	<input type="text" value="N"/>	<input type="button" value="No Alert"/>

2. Menno Place Health & Wellness Committee

Ready to make wellness at Menno Place a priority? Join our Health & Wellness Committee and be part of a positive change. Together, we'll inspire healthier lives! "Count me in!"

Interested? Contact Diana Bae @ diana.bae@mennoplace.ca

3. Expanded Employee Assistance Program

Big News! Our Employee Assistance just got even better.

Menno Place provides an employee assistance program to assist employees and their families with personal and/or work-related problems. Employee assistance includes:

- Staff & Family Counselling Services through FSEAP
- Employee Education Assistance
- Introducing Staff Housing! *Limited space.
 - Receive more information and an application on Share Point under Human Resources -> Benefits -> Staff Housing Application Form

** Complete Policy and details on SharePoint under policy AP 3.24



4. Staffing Office Vacations

Due to staffing office vacations, please note during Aug 24th – Aug 31st; we will have limited staffing and request your patience & kindness