



BENEFITS ORIENTATION SCHEDULE

Instructions for HR:

Please disperse this benefits orientation schedule to all benefit-eligible employees (those who work at least 6 hours per day).

Instructions for Employee:

Welcome to the Martin County School District! The Risk & Benefits Department is available to assist you Monday through Friday from 7:30 a.m. to 4:30 p.m. Our department offers frequent benefit orientations to review and discuss with employees the benefits offered by MCSD. **Pre-registration for benefit orientation is required, as an online Zoom meeting link will be sent upon registration.** To register, please visit <https://martincountyschooldistrict.setmore.com>. Select the MCSD Benefits Orientation hyperlink in the middle of the page, select Martin County School District as the provider, and then an applicable date/time.

For questions regarding employee benefits and eligibility, please contact the Risk & Benefits Department at 772.219.1200 x 30206 or by email at benefitshotline@martinschools.org. Additional information, inclusive of benefit materials, can be found on the Risk & Benefits website at www.martinschools.org/domain/152.

Upcoming Benefits Orientations:

Wednesday, August 26, 2020 at 3:30 p.m.
Thursday, September 3, 2020 at 3:30 p.m.
Tuesday, September 15, 2020 at 9:45 a.m.
Thursday, September 17, 2020 at 3:30 p.m.
Tuesday, October 13, 2020 at 9:45 a.m.
Thursday, October 15, 2020 at 3:30 p.m.
Tuesday, November 10, 2020 at 9:45 a.m.
Thursday, November 12, 2020 at 3:30 p.m.
Tuesday, December 8, 2020 at 9:45 a.m.
Thursday, December 10, 2020 at 3:30 p.m.
Tuesday, January 19, 2021 at 9:45 a.m.
Thursday, January 21, 2021 at 3:30 p.m.

Benefit Orientation will be held online via a Zoom meeting.

It is the employee's responsibility to become familiar with all the benefits offered by the Martin County School District. Benefit enrollment is mandatory and must be completed online via the benefit enrollment platform, Bentek (www.mybentek.com/sbmc), prior to the last day of the month before the employee is eligible for coverage. If the status of the employee changes within the District, it is the employee's responsibility to contact the MCSD Risk & Benefits Department immediately to receive benefit eligibility information.