
MANAGEMENT ADVISORY #13-005

DATE: September 3, 2013
TO: Agency and University Personnel Offices
FROM: Suzetta Furlong, Chief
SUBJECT: Marketplace Notices

Current Employees

Federal law requires employers to mail notices to all active employees by October 1, 2013 regarding new health insurance marketplace coverage options. State Group Insurance will oversee the mailing of the [Marketplace Notice](#) to the more than 200,000 current employees. Notices will be mailed in waves beginning September 5.

New Hires

Starting with employees hired on and after September 27, 2013, agency and university personnel offices must include the [Marketplace Notice](#) in their new employee orientation for all employees, regardless of eligibility for State Group Insurance.

Personnel offices should document the process for sharing the [Marketplace Notice](#) with employees, which must include, at a minimum:

1. Providing the document in hard copy to each employee; and
2. Verbally advising the employee that the [Marketplace Notice](#) is available in their new employee packet.

The [Marketplace Notice](#) may be printed two sided in black and white and is available in the 2013 section of Management Advisories.