

FAQ

Exit Information – Employee Contact List

HEALTH BENEFITS

Your health benefits will continue through the end of your last month worked. COBRA Provider, Health Now, will send out an application for COBRA benefits, giving you the opportunity to continue health benefits.

Health Now: myhnas.com or (844) 836-6178

- Within 30 days of your employment termination date, St. Louise Regional Hospital & O'Connor Hospital will notify Health Now.
- Health Now will mail out a COBRA election packet shortly after being notified by St. Louise Regional Hospital & O'Connor Hospital.
- You will have 60 days to submit your election from the later of your coverage termination date or the date your COBRA packet was mailed to you. You may elect by mail.
- Coverage will not be reinstated until the first month's premium is received by Health Now. In order to expedite your reinstatement with the carriers, we suggest you make at least your first month premium at the time of your election. There will be no break in coverage if the premium is paid from the first of the month that you are eligible for COBRA. Additional instructions, including where to mail your payment, will be included in COBRA packet.
- You will have 45 days from the date you mailed your election form back to Health Now to become current in your premiums.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Your EAP benefit will continue through the end of your last month worked.

- Offered through Optum - 866-248-4096 or www.liveandworkwell.com - access code: verity
- Provides access to confidential counseling, referrals and information 24 hours a day for all the employee's household members.
- Available to help with financial, personal, mental health, legal assistance, elder care, parenting or dependency issues among other inquiries.

HEALTH CARE SPENDING ACCOUNT OR DEPENDENT CARE SPENDING ACCOUNT

Please submit your receipts to Health Now (844-836-6178) for reimbursement. As a reminder, in order to submit a claim, you must have incurred the expense by your termination date. Claims for the 2019 plan year must be submitted and postmarked by March 31, 2020. Any unused balance in your account as of March 31, 2020 will be forfeited if your claims for reimbursements are not postmarked to Health Now by March 31, 2020.

All claims need to be submitted to Health Now: Online at myhnas.com

Flexible Spending Account (FSA):

- All VHS employees' deadline to submit a claim for:
 - 2018 FSA receipts is **3/31/2019**
- All SLRH & OCH employees' deadline to submit a claim for:
 - 2018 FSA receipts is **3/31/2019**
 - 2019 FSA receipts is **4/30/2019**

You are encouraged to submit sooner, as the system can get slow as the deadline approaches.

All claims need to be submitted to Health Now: Online at myhnas.com

PORTABILITY/CONVERSION OPTIONS (plans not offered through COBRA):

Some benefits that are not offered through COBRA also provide certain continuation options upon termination for a very limited period of time; usually within 30 days of your termination date. You may have the option to continue certain other insurance benefit plans in which you were enrolled as an active employee, upon termination of employment without having to submit evidence of insurability. These options for portability/conversion are offered directly through the insurance carriers. There are specific deadlines (determined by the insurers) to enroll in these plans; usually within 30 days of

termination. You will need to contact the insurer of the plan(s) directly or visit the carrier's website for further details, including forms and instructions, if you would like to continue your coverage(s) for any of the insurance plans below:

UNUM

Life & AD&D Insurance **800-421-0344**
Long Term Care Insurance **800-227-4165**
www.UNUM.com

Cigna

Long Term Disability Insurance **888-84Cigna**
www.mycigna.com

CALIFORNIA UNEMPLOYMENT INSURANCE: www.edd.ca.gov or **866-333-4606**

Please contact the EDD directly to apply for unemployment insurance (if applicable).

ATS PrintFreedom (for paystubs and W2): www.atsprintfreedom.com/login.aspx

Access ID:

- Verity - Verity Health System or System Office
- 10258 - O'Connor Hospital
- SLRH - Saint Louise Regional Hospital

RETIREMENT PLANS AND INFORMATION:

Contact information regarding the retirement plans offered:

Transamerica Retirement Solutions: www.trsuretire.com/webportal/verityhealth or **800-755-5803**

- 403(b) Vendor after November 2006, Match Account (401(a)) and Retirement Plan (for non-represented & L20 represented employees after March 2011 & SEIU represented employees after January 1, 2013).
- Thirty days after the receipt of the termination/retirement date provided from St. Louise Regional Hospital or O'Connor Hospital a Termination Kit will be mailed to the employee's home. The kit includes instructions, the Special Tax Notice, and all forms required to initiate a distribution from the plan.

Retirement Plan for Hospital Employees (RPHE): 415-352-1080

- After 2001 – Pension Plan
- To be eligible, vesting requires five years of service with a minimum of 1000 hours per year.

John Hancock Retirement Services (formerly NYLIM): mylife.jhrps.com or **800-294-3575**

- Service frozen January 1, 2001
- To be eligible, Vesting requires five years of service with a minimum of 1000 hours per year.

**Dignity Health (formerly Catholic Healthcare West (CHW)): dignityhealth.org, 415-438-5500 Former South Valley employment prior to 2001

Social Security: **800-772-1213** or www.socialsecurity.gov

EXPENSE REPORTS:

- Miscellaneous expense reports – For any outstanding requests please turn into department or accounts payable.

TUITION REIMBURSEMENT:

If any outstanding requests:

- You must submit all necessary documentation by last day worked.
- All classes and documentation must be completed and submitted to HR prior to last day worked.

COMPANY REFERENCES/BACKGROUND INVESTIGATION POLICY

Included in packet regarding St. Louise Regional Hospital & O'Connor Hospital's policy surrounding providing employment references and a flyer for The Work Number (www.theworknumber.com or **800-367-5690**)

FINAL PAYCHECK WILL INCLUDE:

- Final checks will not be direct deposited.
- Final checks are “live” checks.
- Final checks will include: Regular hours through last day worked and PTO (if applicable).

CONTACT INFORMATION UPDATES:

Please notify HR if your contact information changes to ensure communications and tax documents are received.

St. Louise Regional Hospital - Human Resources

9400 No Name Uno, Gilroy, CA 95020

Phone: 408-848-8687

SLRHHumanResources@verity.org

O' Connor Hospital - Human Resources

2105 Forest Avenue, San Jose, CA 95128

Phone: 408-947-2509

OCHHumanResources@verity.org

Verity Benefits Team

VerityBenefits@verity.org