



Hackensack
Meridian *Health*

**INFORMATION
FOR SEPARATING
AND RETIRING
TEAM MEMBERS**

WHAT YOU NEED TO KNOW

Starting the Process

<p style="text-align: center;">Providing Notice</p> <p>Notice to your leader that you are separating or retiring should be in writing and given no less than three (3) weeks prior to leaving, or four (4) weeks for registered nurses.</p>	<p style="text-align: center;">HR Contact</p> <p>Call the Team Member Service Center at 551-996-2877.</p>
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Your Finances

<p style="text-align: center;">Pension Contact</p> <p>Pension Service Center www.hmhpension.com or 1-888-464-7367 Monday to Friday, 9 a.m. to 6 p.m. ET</p>	<p style="text-align: center;">401 K/Saving Plan Contact</p> <p>TIAA www.tiaa.org or 1-866-999-3844 Monday to Friday, 8 a.m. to 10 p.m. ET</p>
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Your Benefits

Health Coverage

Health coverage, which includes Medical, Dental, and Vision will end on the last day of the month that you terminate employment.

You will be offered a continuation of benefits through COBRA; a packet will be mailed to your home within 14 days by COBRA provider, Baker Tilly. Baker Tilly representatives can be reached at 1-800-307-0230.

The HMH COBRA medical plan will become secondary if you are eligible for Medicare.

<p style="text-align: center;">Supplemental Health Plan Contact</p> <p>If you are Medicare eligible and need help in finding secondary coverage, reach out to Malloy Medicare Advisors at 1-800-933-8129, or any other carrier of your choice.</p>	<p style="text-align: center;">Voluntary Benefits Contact</p> <p>Farmington Company 1-844-428-6688 (General) or 1-800-621-0067 (Changes/Cancellations) Monday to Friday, 8 a.m. to 5 p.m. ET</p>
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Staying Involved with HMH

<p style="text-align: center;">Work Part Time</p> <p>Search and apply in the career section at https://www.hackensackmeridianhealth.org/ Restrictions Apply. See information below.</p>	<p style="text-align: center;">Volunteer</p> <p>Visit https://www.hackensackmeridianhealth.org/en/Patients-and-Visitors/Volunteer-Program</p>
<p style="text-align: center;">Support our Foundation</p> <p>Visit https://www.hackensackmeridianhealth.org/en/donate/foundation-news</p>	<p style="text-align: center;">Stay Connected on Social</p> <p>Visit https://www.hackensackmeridianhealth.org/en/About-Us/HMH-Social-Media</p>

ACCESSING INFORMATION AS A FORMER TEAM MEMBER

As a former HMH team member, you may need to access information or perform tasks that were previously available to you through MyWay. Below are some tips and links to help.

My Benefits

Affects: Ability to view prior benefit enrollment.

What to do: To confirm prior benefit enrollment, call the Team Member Service Center at 551-996-2877.

My Time Statement

Affects: Ability to view PTO balances on your MyTime Statement. Note: all statements will reflect a zero balance after a team member is separated from employment.

What to do: If you have questions about your final PTO payout, please call the Team Member Service Center at 551-996-2877.

Team Member Self Service

Affects: Changes to personal information, including updating your address.

What to do: Call the Team Member Service Center at 551-996-2877.

My Payroll

Affects: Ability to view paychecks and W2s.

What to do: View your paychecks and obtain copies of past W2s via [ADP iPay](#).
[Registering for ADP iPay](#) | [Logging in to ADP iPay](#) | [Accessing Your W-2](#)

Team Member Service Center

Affects: Ability to submit a question to the Team Member Service Center.

What to do: Call the Team Member Service Center at 551-996-2877.

Additional Information

[Click here](#) to access additional resources for former team members.

BEGINNING THE SEPARATION PROCESS

Below you will find information on benefit options and the decisions you'll need to make regarding your separation from HMH, as well as details on continuing to work with HMH in the future (restrictions apply, see below).

Please take a moment to review the information below. If you have any questions, you can reach out to the Team Member Service Center at 551-996-2877.

It is important to provide notice to your leader that you are separating from employment.

- Your notice should be no less than three (3) weeks, or four (4) weeks for registered nurses.
- If you have accrued / unused Time Off Balances (such as PTO, holiday), those will be paid out to you in accordance with the policies governing those plans. Please allow for 2-3 pay cycles for these payouts to be processed.
- Team member must be in an active status or eligible leave status in order to receive tuition reimbursement.

YOUR FINANCES

Pension Information

Team members who are retiring should contact the Pension Service Center either online at www.hmhpension.com or by calling 1-888-464-7367 (Monday to Friday, 9 a.m. to 6 p.m. ET) and request a retirement package. You will have to provide them with the last day that you will be working so that they can prepare a retirement package for you. Please be sure that all of your personal information, including your current address, date of birth and beneficiary details, is accurately reflected in your Pension Service Center account prior to requesting a retirement package. You may also want to visit the Knowledge Center on myPlansConnect (www.hmhpension.com) for additional articles, tools and resources to help you transition in your retirement.

Once you receive your retirement package, review your pension plan benefit estimates and the distribution options that may be available to you. You should contact the Pension Service Center with any questions.

401(k)/403(b) Saving Plan Accounts

Contact TIAA for information on your Savings Plan Accounts. You can obtain more information by going to www.tiaa.org or by calling 1-866-999-3844 (Monday to Friday, 8 a.m. to 10 p.m. ET).

Team members who are retiring should contact TIAA when you are ready to take a distribution of your Saving Plan Accounts.

For Retiring Team Members ONLY: Other Retirement Benefits

Review your other retirement benefits, if applicable.

- If you have other retirement benefits from HMH or from a prior employer, decide how you want to handle those benefits – your options may include leaving benefits in the plan or rolling them over to an IRA.
- Review any personal investments which may include retirement and non-retirement accounts.
- Obtain an estimate of your Social Security retirement benefits by visiting www.ssa.gov.
- Once you have gathered all your financial information, meet with your financial adviser to review or create a financial plan for your retirement.

- You may also wish to consult with a tax advisor to understand the tax consequences associated with your retirement distributions and ongoing retirement income.

YOUR HEALTH AND OTHER BENEFITS

Health and Other Coverage

Your health coverage will end on the last day of the month that you terminate your employment.

You will be offered a continuation of benefits through COBRA, a federal law that provides you with the option to continue group health benefit coverage past your termination date for a limited time, on a self-pay basis. A packet will be mailed to your home within 14 days by our COBRA provider, Baker Tilly, and you will have 60 days to complete your enrollment. Baker Tilly representatives can be reached at 1-800-307-0230

If you are age 65 or older when you terminate your employment:

- You have an eight (8) month period from your termination date to enroll in Medicare Part B under the Medicare Special Enrollment Period. Enrolling in COBRA does not extend your Medicare Special Enrollment Period.
- Visit the Medicare website at www.medicare.gov to learn more about Medicare eligibility requirements, your coverage options, and the process for enrolling in health benefits.
 - You will be asked by Medicare for your employer to complete a questionnaire which HMH will be happy to provide you with once you are sure of your retirement date. The Application for Enrollment In Medicare Part B form (CMS-40B) is completed by the HMH Benefits team; requests may be submitted directly to HMHBenefits@hmn.org.

Team members who are retiring will also require a Supplemental Health Plan. If you need help in finding secondary coverage you can reach out to Malloy Medicare Advisors at 1-800-933-8129, or any other carrier of your choice. Prior to inquiring about supplemental coverage, be sure to have a listing of your doctors and any medications you take available, as that information will be needed to see what plan best fits your needs. You should make the application three (3) months prior to your retirement date.

Life insurance coverage ends on your last date of employment. However, if you are interested in converting your life insurance to a private policy, upon termination of employment, a file will be sent to New York Life notifying them of your termination. New York Life will send you a letter to your home address outlining your options to continue coverage. You will have 31 days to complete and submit the form/application to Convert or Port your Group Life Insurance to New York Life. The phone number to contact New York Life's 1-888-737-3855.

Voluntary Benefits

If you are currently enrolled in any Voluntary Benefits through HMH, please contact Farmington Company directly for information pertaining to continuing these benefits upon your termination of employment. These benefits include:

- Farmers Home & Auto Insurance MetLife Legal

- MetLife Critical Illness Insurance
- MetLife Hospital Indemnity Insurance
- Nationwide Pet Insurance
- Unum Accident Insurance
- Unum Whole Life Insurance (with Long-Term Care)

To reach Farmington Company (Monday to Friday, 8 a.m. to 5 p.m.):

- 1-844-428-6688 (General)
- 1-800-621-0067 (Changes/Cancellations)

STAY INVOLVED WITH HMMH

If you're interested in staying involved with HMMH and helping continue serving our communities during your retirement, there are a number of options available to you.

Continue your work on a part-time basis

If you'd like to return on a full-time, part-time or per diem basis in the future, you can search and apply for a position in the Career Section of our website at <https://www.hackensackmeridianhealth.org>. Team members who were involuntarily terminated for cause will not be eligible for rehire. See below.

Per our "Team Member Separations and Rehire Policy" (PolicyStat ID 13138845), former HMMH team members, except those involuntarily terminated for cause, may be eligible for the following benefits if rehired as follows:

- Team members who are rehired within 120 days or less will be eligible to have their ESL bank restored, their PTO Anniversary date will be kept as it was prior to leaving and their HMMH seniority date will be kept as it was prior to leaving.
- Team members who are rehired within 180 days or less will be eligible to have their ESL bank restored. Please note the PTO Anniversary date will be set to the team member's rehire date and the HMMH seniority date will be set to the team member's rehire date.
- **If a team member separates from HMMH and commences their pension, they must be separated for 3 months (90 days) from the date the benefit commences (not the termination date). Also, irrespective of the benefit option they elect (lump sum or annuity) they will be restricted to 999 hours each year upon rehire.**
 - With regards to Bayshore and RBMC pension plans team members could commence their benefit while active but would still be restricted to 999 hours from the point they commence.
- If a team member separates without commencing a pension benefit they would be eligible for rehire at any time with no restrictions on the number of hours they could work.
- HMMH reserves the right to rehire on a case-by-case basis.

Former HMMH team members ineligible for rehire include team members terminated for cause, including but not limited to terminations due to a disciplinary reason, violation of the Code of

Conduct, violation of any professional obligation, failure to maintain relevant certifications, licenses, or training, violation of HMH policy, theft, falsification, or workplace violence.

Volunteer at HMH

There are many volunteer opportunities available within HMH for former HMH team members eligible for rehire. Visit

<https://www.hackensackmeridianhealth.org/en/Patients-and-Visitors/Volunteer-Program> to learn more and find an opportunity that's right for you.

Support the Hackensack Meridian *Health* Foundation

You can continue to support Hackensack Meridian Health's work through the Hackensack Meridian *Health* foundation. Learn more about the Foundation, attend an event, make a donation or sign-up or their newsletter at

<https://www.hackensackmeridianhealth.org/en/donate/foundation-news>.

Stay Connected with HMH

- Be sure to like, share and comment on our social pages, which can be found at <https://www.hackensackmeridianhealth.org/en/About-Us/HMH-Social-Media>
- Explore HealthU Magazine and sign up for our digital edition at <https://www.hackensackmeridianhealth.org/en/HealthU-Magazine>

NOTE FOR RETIRING TEAM MEMBERS

This document is not meant to be an all-inclusive checklist. Many important decisions must be made prior to retiring, so you should begin the planning process well in advance of your retirement date.