

**To:** Genesis Colleagues

**From:** Heidi Kahly-McMahon, VPHR/CHRO, Genesis

**Cc:** Jackie Luecht, VP, CHRO, MercyOne

**Date:** September 19, 2024

**Subject: Transition to Trinity Health Employment**

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As we continue our transition work to become fully integrated with MercyOne and Trinity Health, we want to share with you important information regarding your employment with Trinity Health. We recognize this transition creates questions, particularly about the impact to your employment, including payroll and benefits. As with any change, the well-being of our colleagues is our top priority, and we want this to be as seamless for you as possible.

We are committed to supporting our most valuable resource – you.

**The following information applies to colleagues employed by Genesis.**

Please note:

- **Rate of Pay:** Your base rate of pay will remain the same rate you are at as of December 15, 2024, when your employment transitions to Trinity Health.
- **Service Credit:** You will receive credit for the years of service you have worked at Genesis.
- **Job Title/Classification:** Your job title/classification might change to align with Trinity Health job titles. Most of the changes are slight variations, and your role's duties and responsibilities remain the same at this time.
- **Benefits**
  - As we have worked to align our benefits, our focus has been on continuing to provide comparable and affordable benefits. Detailed information regarding the January 1, 2025, benefits will be communicated in October.
  - **Open Enrollment** – Traditionally, benefit open enrollment for the next calendar year is in late October / early November. With the timing of the transition to Trinity Health, your 2025 elections will be later than normal. The following outlines general timelines for enrollment.
    - Your current annual benefit elections for 2024 will be effective through December 31, 2024. There is no action to take to keep your current benefits through this date.
    - The 2025 open enrollment election period **will open December 15, 2024 and run through January 30, 2025**. During this period, we encourage you to enroll as soon as possible to ensure timely enrollment with vendors, and allow time for dependent verification/approval.

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- As long as you are enrolled by January 30, 2025, your 2025 elections will be effective January 1, 2025.
- **Dependent Eligibility:** You will be required to re-enroll **all** eligible dependents, including providing supporting dependent documentation to Trinity Health, by the deadline of January 30, 2025.
  - **Note:** *Family members will not be added to coverage until verification is received and approved.*
- **ACTION:** What can you do today? Review the dependent verification documentation guidelines and begin collecting your documents. Keep these documents in a safe place until enrollment opens on December 15, 2024, at which time you will have the opportunity to submit through the Trinity Health process.
  - **Note:** *Please do not reach out to your local human resources as they have limited access to documents submitted for prior enrollments and these documents may not be acceptable for the Trinity Health enrollment.*

To provide you with detailed information regarding benefit plan options and changes for plan year 2025, including the open enrollment process, informational benefit sessions (via Teams) will be held on the following dates. Each session will cover the same information and colleagues are not required to attend. Invitations will be delivered to your [mercyone.org](mailto:mercyone.org) emails in October.

- October 29, 8:00 a.m.
- October 30, Noon
- October 30, 6:00 p.m.

**Note:** *If you have loaded the Teams app to your mobile device, you do not have to be on site to attend.*

If you have time-sensitive questions prior to these information sessions, please speak to your leader or your local Human Resources team.

We thank you for your continued dedication as we move closer toward officially being a member of the Trinity Health Family on December 15!

As we've joined the Trinity Health Family, we join a Mission just like our long-standing Catholic tradition of being a faith-based, healing ministry. We join Trinity Health and MercyOne in providing the best care possible to the patients and communities we serve.