



UMMC Madison Location (Formerly Merit Madison) Employee Transition Frequently Asked Questions (FAQ)

What will happen after the initial on-site visits with Merit Madison employees?

In the weeks following the initial visit, HMP will review all the information collected and send offer letters to employees who have successfully completed the pre-employment process. These letters will confirm your pay rate and job title and offer letters will be sent during the same time period for all employees. Currently, we estimate that letters will be sent the week ending March 28, 2025.

What will happen after you accept the offer of employment from HMP?

Once you accept the offer, you will receive further instructions on how to complete the onboarding process, which includes tasks such as tax elections, benefit enrollment, and more. HMP will be on campus to assist with the process, and the dates will be provided once finalized.

What date will be my official start date with HMP?

Your start date will coincide with the closing of the transaction, which is currently estimated as **May 1, 2025**. Please note that HMP will consider your tenure with Merit Madison in determining level of Paid Time Off and vesting percentage for the 401K plan.

What will my base pay rate be?

Your base pay rate will reflect your current base pay rate on the date of offer.

Will I be eligible for shift incentives?

Yes! HMP will offer shift incentives as defined by UMMC for eligible positions. More details will be provided closer to your start date.

Where can I find more information about the employee benefits offered by HMP?

For a summary of details, please refer to the “Benefits at Glance” document included in your scan of the QR code or website link: **welcome.healthier.ms**

Highlights of employee benefits:

- Health insurance – HMP pays 100% of employee health insurance premium.
- Life insurance & AD&D policies – HMP provides employee life insurance & AD&D policies based on 100% of employee compensation not to exceed \$150K.

- 401K retirement plan – HMP matches 50% of employee contributions, not to exceed 3% of employee compensation.
- 401K employer matching – Employees are fully vested in employer matching contributions based on the following schedule: 50% after 2 years of service and 100% after 3 years of service. For 401K vesting purposes, years of service will be based on tenure with Merit Madison.
- Other insurance policies (voluntary) – additional coverage is available at employee cost for dental, vision, short term disability, long term disability, life, accident, and critical illness.
- Dependent coverage available for policies at employee cost.
- Flexible spending account (FSA) and dependent care account (DCA) options available at employee cost.

Will I be eligible for benefits?

If you work an average of at least 30 hours a week OR if you are currently eligible for benefits at Merit Madison, then you will be eligible for benefits at HMP.

When will employee benefits be effective?

Benefit effective date will be the employee's start date with HMP– no waiting period.

Will I be eligible for Paid Time Off (PTO)?

Yes, if you are classified as full-time and average at least 30 hours per week. You will receive **40 hours** of PTO upon date of hire.

Additional hours will accrue each pay period based on your length of service (see chart below). Please note your PTO accrual rate will be based on your tenure with Merit Madison (For example: If you have been employed at Merit Madison for 6 years, your accrual rate will be 6.5 hours per pay period or 169 hours per year).

| Length of Service | Rate of PTO Accrual | | Maximum Annual Carry Forward Balance (Cap) |
|----------------------------|----------------------|-------------------------|--|
| | Hours Per Pay Period | Hours Per Calendar Year | |
| Through 2 years of Service | 4.62 | 120 | 40 |
| 2-5 Years of Service | 6 | 156 | 40 |
| 5 -9 Years of Service | 6.5 | 169 | 40 |
| 10 -14 Years of Service | 7.5 | 195 | 40 |
| 15 Plus Years of Service | 8 | 208 | 40 |

Can I carry over unused PTO?

Yes, you may carry over up to **40 hours** of unused PTO to the next calendar year.

What happens to HMP unused PTO at the end of the year?

Any unused PTO in excess of 40 hours will be paid out to you at the end of the calendar year. If you have questions about existing PTO or other leave accrued at Merit, please consult with Merit/CHS Human Resources. HMP cannot speak to Merit or CHS policies.

Will I receive paid holidays?

Paid holidays are only offered to employees whose units are closed on those specific holidays. If your unit is open and there is an opportunity to work, you will not be eligible for paid holidays. You may use your available PTO to be compensated for holidays, provided that the PTO is approved by your manager.

What paid holidays are offered to eligible employees?

Eligible employees will receive paid time off for the following 10 holidays:

New Year's Day, Martin Luther King Jr. Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and one Floating Holiday

How can I contact the HMP team if I have questions or need assistance?

You can reach us via email at help@healthier.ms for any inquiries.

Can I contact individual members of the HMP management team directly?

For now, please direct all questions to help@healthier.ms. We will respond as quickly as possible.