

# Checklist for Active Colleagues Experiencing Severance

7-10-2020

Version #1

Owner: Planning

Last reviewed: 10-11-2020



	Action	Timing	Who to contact if you have questions	Complete? Y or N
<b>1</b> <b>Read the severance program files,</b> including the Summary of Benefits to understand health insurance, COBRA, life insurance, supplemental life, retirement plan options	<p>Many of your questions about severance may be answered in these files, which you may have received in a confirmation email from your manager, HR or other leader:</p> <p><b><u>Severance Pay Plan</u></b></p> <p><b><u>Severance Pay Plan July 2020 Window Addendum</u></b> - this file provides details on what has been added to the Severance Pay Plan for colleague transitions during this July 2020 transitions period.</p> <p><b><u>Summary of Benefits during Severance</u></b></p> <p><b><u>Severance Frequently Asked Questions</u></b></p> <p><b><u>Carebridge, employee assistance partner (EAP)</u></b></p> <p><b><u>Career Transition Services (outplacement services)</u></b></p>	After your notification meeting with your manager.	<p><b>About benefits:</b>  <b><u>HR4U.trinity-health.org</u></b>                      Live chat or submit a request for assistance  <b>(Call 877-750-4748 after your last working day)</b></p> <p><b>About COBRA:</b>  <b>Health Equity/WageWorks</b>  <b>877-924-3967</b>  <b><u>WageWorks.com</u></b></p> <p><b>About life insurance: Hartford</b>  <b>855-532-7880</b>  <b><u>TheHartford.com/MyBenefits</u></b></p> <p><b>About 403b or 401k retirement plans: Fidelity</b>  <b>800-343-0860</b>  <b><u>NetBenefits.com</u></b></p>	
<b>2</b> <b>Read severance agreement</b>	<p>Open the severance documents sent to your email by HR via Adobe Sign</p> <p>Read all files, including the "SEVERANCE AGREEMENT WITH GENERAL RELEASE" file.</p>	When you receive your severance package email from HR (typically within 5 days following your notification meeting).	Your Ministry's Colleague & Labor Relations partner.	

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<b>3</b> <b>Electronically sign and submit severance agreement</b>	Return signed severance agreement to HR via Adobe Sign.	By the noted deadline	Your Ministry's Colleague & Labor Relations partner.	
<b>4</b> <b>Transfer mailbox ownership</b>	Notify manager if you are the owner of shared email mailboxes and transfer ownership by submitting a ServiceNow ticket to the designated colleague.	2-3 business days prior to your last working day, before the Formal Notification Period begins.	Your manager	
<b>5</b> <b>Add your personal email address and phone number to your Workday profile</b>	Add your personal contact information to your Workday profile so that HR can contact you with important information, if needed, during the Formal Notification Period or severance period.	Before your last working day of the Work Transition Period, before the Formal Notification Period begins.	<u><b>See job aid.</b></u>	
<b>6</b> <b>Return Trinity Health-owned tools and devices such as hardware (e.g. laptop PC)</b>	<p>If you have been working from home, the return process is being finalized this week. HR will communicate the process directly with you. Please look for communication from them.</p> <p>If you are among the few colleagues who have been working in the office, you can return your Trinity Health-owned devices to your supervisor or make arrangements with your supervisor to leave them on your desk.</p>	On your last working day of the Work Transition Period, before the Formal Notification Period begins.	Your manager	

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<b>7</b> <b>Return Trinity Health-owned keys and ID badge</b>	<p>If you have been working from home, the return process is being finalized this week. HR will communicate the process directly with you. Please look for communication from them.</p> <p>If you are among a few colleagues who have been working in the office, you can return your Trinity Health-owned devices to your supervisor or make arrangements with your supervisor to leave them on your desk.</p>	On your last working day of the Work Transition Period, before the Formal Notification Period begins.	Your manager	
<b>8</b> <b>Set your auto-reply message on your email</b>	<p>This automatic reply will ensure colleagues who contact you are aware of your transition and know who to contact for assistance.</p> <p>Use this message and update the text in red:</p> <p><b><i>"I am no longer with Trinity Health. Please contact [first and last name], [title] for assistance. Thank you."</i></b></p> <p>Note: Colleagues will be able to email your Trinity Health email for the first 14 days of your unworked, paid Formal Notification Period. After 14 days, your email account will be automatically closed, and any internal messages will be returned to the sender as undeliverable.</p>	On your last working day of the Work Transition Period, before the Formal Notification Period begins.	See instructions: <a href="#"><u>How to set up auto-reply message in your Outlook account</u></a>	
<b>9</b> <b>Apply for unemployment benefits if applicable at end of severance period</b>	<p>See:</p> <p><a href="#"><u>State Unemployment Agency Contact Information</u></a></p>	At end of severance period.		