

Questions and answers for staff and leader transitions

October 2022

Children's Wisconsin (Children's) and the Medical College of Wisconsin (MCW) want to support you and ensure as smooth a transition as possible. We have worked together to develop the following questions and answers, to remove some anxieties and help you understand how the transition will work. If your question is not answered in this guide, an email address is offered at its conclusion, and we commit to getting you an answer promptly.

General questions about the affiliation

1. Why is there a Children's Wisconsin and Children's Specialty Group affiliation agreement?

The goal of the affiliation agreement between MCW, Children's Specialty Group (CSG) and Children's is to help evolve the structure of our pediatric enterprise to collectively drive quality and outcomes, elevate the academic mission, and achieve growth to ensure we can continue to provide the best care for kids well into the future. Benefits of a stable, long-term academic affiliation include:

- Strategic, financial, and operational integration.
- Reinvest in the academic missions.
- Pursue growth and partnership strategies.
- Unified payer contracting strategy.
- One pediatric billing statement.
- Recruit and retain top-tier pediatric talent.

2. How are the CSG roles and structure transforming to achieve the objectives of the affiliation agreement?

One aspect of the affiliation agreement work was to understand and identify the best structure to sustain each mission. This includes the employment platform transfer for some roles, as well as the potential creation of new roles. Transitioning roles that support the pediatric enterprise strengthens the pediatric practice, allowing for greater opportunity and accountability through strategy and program planning and operational performance across all missions. Integrating operations and decision-making in this way will allow us to ensure we share an aligned mission, vision and set of values across the pediatric enterprise as well as appropriate support and roles to better steward our pediatric academic practice together.

Employment

3. How was it determined which roles would transition to Children's employment platform?

The decisions on which roles would transition to Children's were mutually decided between MCW and Children's based upon the intent of the CSG affiliation agreement. Roles with majority CSG clinical and administrative functions are part of the transition.

4. If my position will transition to Children's, do I need to apply with Children's to continue in my current position?

Individuals whose roles are identified as transitioning to Children's Wisconsin will receive an offer of employment without having to apply for the position. Upon acceptance of the Children's offer of employment, an online application will be requested to be completed simply for purposes of completing your hire in Children's HR system.

5. How will the affiliation impact my employment with MCW?

You will receive an employment offer from Children's. Upon acceptance of the offer, you will transition from MCW and become a Children's employee with a start date of Jan. 1, 2023.

6. What if I am close to retirement?

All individuals whose roles are identified as transitioning to Children's will receive an offer letter. While the goal is to transition staff positions that best align with our pediatric practice and enterprise to the Children's employment platform, both MCW and Children's acknowledge that in limited circumstances in which an MCW employee who is at least 61 years of age on or before Jan. 1, 2023, has been employed by MCW for 10 years or more, and has a planned retirement prior to Jan. 1, 2026, it may make sense for that staff member to continue to serve in his or her current role, and remain employed by MCW, for the duration of the period of time before such retirement. We recognize and wish to minimize the impact of a change in employment platform for the limited number of individuals close to a planned retirement with a long history of employment at MCW. Accordingly, MCW and Children's human resources leadership will accept such requests for consideration and planning. You must indicate this request in writing.

As a transition of these staff roles continues to be important in supporting a structure that best sustains each mission long term, all staff positions related to this exception, regardless of retirement decision, will be transitioned to Children's employment platform no later than Jan. 1, 2026.

7. How will I know if the person I report to will change?

Your offer letter will include the name of the person you will be reporting to when you become a Children's employee. The goal of the staff transitions is to preserve the reporting structure for staff. Staff reporting structure should not change unless the division (SPU) decides they need a different structure to support their needs.

8. Will my years of service at the MCW carry over to Children's?

Employment service with MCW will be recognized by Children's for purposes of determining your anniversary date and benefit service*. This means your years of benefit service* with MCW will be applied when calculating benefits and vesting under Children's programs such as Paid Personal Leave (PPL), retirement match, Family Medical leave, education assistance, Reemployment and Reinstatement policy, and service awards/celebrations.

* Benefit service with Children's will be credited based on the years of benefit-eligible service** you had as a MCW employee. This time does not include years of benefit service you may have had if you worked as a Children's employee prior to joining MCW.

** Benefit-eligible service is time spent in a position that is eligible for benefits. At MCW, this is defined as an employee who is assigned to work 30 or more hours per week. At Children's it is defined as an employee who is assigned to work a .5 FTE or greater (20 or more hours per week),

and not a temporary or casual/float position. When we apply your service, we will consider it under the Children's definition.

9. Do I have to accept a position with Children's if I receive an offer of employment?

MCW employees that receive an offer from Children's can determine if they would like to accept the offer of employment.

10. What if I do not accept the employment offer from Children's and I am not eligible for the retirement exception?

When you receive Children's employment offer, you also will receive communication regarding the end of employment with MCW. The Definitive Agreement is a partnership between MCW and Children's Wisconsin where designated positions and their funding will be transferred to Children's Wisconsin. If you decline an offer with Children's Wisconsin, employment with MCW will end effective the date your position transfer to Children's Wisconsin. You may explore other job openings within MCW. Current MCW opportunities can be accessed through the [MCW Internal Career Portal](#). You may also contact MCW Talent Acquisition at careers@mcw.edu to learn more.

Pay

11. How will I learn what my compensation/pay will be if I accept the employment offer from Children's?

Both MCW and Children's recognize that maintaining competitive compensation is essential to attracting and retaining the talent needed to support the great service we deliver to kids and families. The offer letter you receive from Children's will indicate your base rate of pay and pay range as of Jan. 1, 2023.

12. How does Children's ensure its compensation programs are competitive?

Children's assesses the market annually to ensure we're competitive with other organizations. Each year, Children's Compensation team gathers and analyzes data from compensation surveys to ensure our jobs, pay grades and employee compensation align with the market. This enterprise-wide review process typically takes place in fall.

13. When will I receive my first paycheck from Children's?

Children's payroll cycle runs every two weeks for all employees, with pay being deposited on Friday. Children's two-week pay cycle means you get 26 pay checks in a year. If you begin employment with Children's on Jan. 1, 2023, you will receive your first Children's paycheck on Jan. 13, for time worked from Jan. 1-8, 2023. Your final MCW paycheck will be deposited on as follows: exempt employees on Jan. 3, 2023; and non-exempt employees on Jan. 16, 2023.

14. How does Children's reward performance?

Children's performance year is from Jan. 1 to Dec. 31. Children's believes in pay for performance. You will receive a merit increase based on your performance rating which is determined by achievement of your goals, living Children's values and continuous learning. Your leader will have discretion in determining your merit increase and it will be based on two factors – your performance and where your base pay falls within the pay range for your job.

15. When will I be eligible for a merit increase after I become a Children's employee?

Employees will be eligible for merit consideration in 2023.

16. What will be the process for completing my 2022 MCW performance review and setting my 2023 goals as a Children's employee?

The 2022 MCW performance year will be completed on Dec. 31, 2022, given employment will end, in EMERGE include six months of performance feedback on your current MCW goals. The 2023 goal setting process will occur after you transition to a Children's employee on Jan. 1, 2023.

If your role is unchanged, your MCW goals will carry over. If your role or job responsibility change, new goals for 2023 will be set based on Children's strategy and may align with previous MCW goals. You will work with your leader to determine the best approach.

Two documents will help with your transition to a Children's employee in your first 90 days: 1) an Introductory/Probationary Review will be completed to ensure alignment on goals and transition progress; and 2) an Orientation Checklist will be completed to assist you with acclimating to Children's policies and procedures.

Benefits

17. Will my benefits change?

Yes. Please read the 2023 Children's Employee Benefit Guide included with your offer letter to learn about the benefits offered at Children's. Each organization offers different benefits so please take the time to read the materials describing Children's benefits. You will need to enroll for Children's benefits to be covered in 2023.

18. When will my MCW benefits end, and when will my Children's benefits become effective, assuming I accept a position with Children's?

Your elected benefits with MCW will end on your last day of the month of employment with MCW, which will be Dec. 31, 2022.

If you enroll in benefits through Children's, those benefits will take effect the day after your coverage with MCW, which would be Jan. 1, 2023, to ensure there is no lapse in coverage.

19. How do I enroll in Children's benefits?

After you begin employment with Children's as a benefits-eligible employee (a 0.5 FTE or greater not in -temporary or casual/float position), you'll be able to electronically enroll in Children's benefits through PeopleSoft Employee Self Service* within 30 days of your hire date or until Jan. 31, 2023.

Although you will have 30 days to enroll, you're encouraged to enroll as soon as possible so that your elections are set up with Children's benefits vendors as soon as possible. Coverage will be retroactive to your start date.

* Employee Self Service is the web-based tool employees use to access and manage their personal profile information at Children's – everything from paychecks to benefits elections to performance documents.

20. Can I enroll for benefits prior to employment beginning with Children's on Jan. 1?

You will need to enroll in benefits **after** your employment with Children's begins. Coverage will start on the date after your coverage with MCW ends, which will be Jan. 1, 2023.

21. What information should I keep in mind regarding benefits as we transition to Children's?

The plan physician and provider networks of Children's are different than your prior health, dental and vision coverage. Please check the network status of your provider before seeking service. The Children's health plans have different pharmacy benefit manager formulary lists and prior authorization and step therapy requirements. This means your prescription may be covered differently under the Children's medical plans. You may be required to provide Medimpact, Children's Pharmacy vendor, with information about your prescriptions to determine coverage under the Children's plans. When enrolling in Children's health, dental and/or vision benefits, you will need to satisfy new deductibles, copays and out-of-pocket obligations for each plan. Deductibles paid to the MCW/previous plans will not count toward your new Children's plan deductible.

For education assistance benefits, your course must begin on or after your first day of employment with Children's. For adoption benefits, your adoption must be official on or after your hire date with Children's. You will also need to satisfy any pre-existing waiting periods (for example, for the long-term disability plan).

22. What if I need my insurance, but I don't have my insurance cards yet?

If you have enrolled for Children's benefits and do not yet have your insurance cards, you can usually still use your health, dental and vision plans. Many providers' offices will accept your policy number for billing purposes. Here are the plan numbers for our health, dental and vision plans. (UMR 76-412284, CIGNA 3330146, and Spectera 0703097.

Even if you apply for your Children's benefits on the first day you are able to do so, the ID cards will take up to 2-3 weeks to get to your home address. Should an urgent medical need arise prior to receiving your insurance ID cards, please contact the Children's benefits department to assist.

Also, if you are on a medication that you need regularly, please connect with the MCW benefit department/health plan as soon as possible to see if you can obtain an early refill on your medications in December, so you have it in January until you can get your ID cards. Please keep in mind that some medications may require you to complete step therapy or prior authorization before you can fill them. If you are concerned, please contact the Children's benefit department and we will connect you with Medimpact, our pharmacy benefit manager.

23. If I enroll in my spouse's benefits, can I change their benefits when I transition in January? Does this qualify as a life event?

A change in employment is typically considered a life event that would allow a change in benefit elections at your spouse's employer. To confirm, check with your spouse's employer.

24. When will benefit deductions begin as a Children's employee?

Benefit premium deductions will begin as soon as administratively possible after you enroll in Children's benefits. Because coverage is effective retroactive to your

employment date with Children's on Jan. 1, 2023, deductions would begin on your first Children's paycheck. Any missed benefit deductions will be caught up on subsequent paychecks.

25. How does time off work at Children's?

Children's time off program is referred to as Paid Personal Leave (PPL). PPL combines vacation, holiday, sick and personal time. PPL details including PPL accrual tiers are included in the 2023 Benefits Guide. You would request time off from your immediate leader.

26. What will happen to my sick reserve time with MCW?

MCW's paid time off policies will be followed, which does not allow for sick time balances to be paid out.

27. What holidays are paid by Children's – how does this work?

Children's recognizes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. PPL time is used to compensate an employee who does not work on the holiday.

NOTE: Holidays are automatically deducted from your PPL bank unless you work on those holidays. If you don't use the holiday time, it rolls over to be used on a different day.

28. Can I still take time off for an already planned vacation if I become a Children's employee?

If you had pre-approved paid time off as a MCW employee, Children's will honor that approved time when you become a Children's employee. For future requests after your start date, PPL requests will be coordinated and approved by your leader according to department-specific processes.

29. If I am eligible or have an active leave of absence, what steps do I need to follow to take FMLA and/or disability in 2023?

Children's administers its leave of absence and disability programs through a third-party vendor, Matrix. To determine your eligibility, apply for your leave of absence and short-term disability, or discuss any potential leaves of absence, contact Matrix at (877) 202-0055 **after** your hire date. Since Children's is recognizing your MCW years of service, this will be considered when applying for a leave of absence.

30. Will I be eligible for paid parental leave?

You may be eligible to apply for paid parental leave for the birth of a child. Paid parental leave details are in the 2023 Benefits Guide.

31. Am I eligible for the shared savings retirement plan?

You are eligible for Children's shared savings retirement plan as soon as your first pay statement with Children's has been processed. Each employee is auto enrolled into the program at three percent of their pay. If you would like a different percentage, you will need to contact Fidelity after you receive your first paycheck with Children's. Your years of benefits-eligible service with MCW will be counted when determining whether you completed the service requirement for Children's shared savings retirement plan employer contribution and vesting. Other factors to be eligible for the employer contribution include:

- being scheduled to work part-time (0.5 FTE) or more as of Dec. 31, 2023, **or** being credited with 1,000 hours of service or more as of Dec. 31, 2023, **and**
- you are employed with Children's on the last day of the plan year (Dec. 31, 2023).

| Years of benefit service | Employer service-based contribution | + Employer matching = contribution | Maximum Children's contribution |
|--------------------------|-------------------------------------|--|---------------------------------|
| 0-2 yrs. | 0% | 50% on first 8% of an Employee's contributions (maximum match of 4%) | 4% |
| 3-4 yrs. | 2% | | 6% |
| 5-9 yrs. | 3% | | 7% |
| 10-19 yrs. | 4% | | 8% |
| 20+ yrs. | 5% | | 9% |

More information on the shared retirement savings plan and employer matching contribution is included in the 2023 Benefits Guide.

32. Will I be able to roll over my current retirement savings into the Children's retirement plan?

Yes, information about plan rollovers can be obtained from Children's retirement vendor, Fidelity. This information is provided in the 2023 Benefits Guide.

33. Does Children's offer education assistance?

Yes, information on this benefit is in the 2023 Benefits Guide. Children's typical six month wait requirement will be waived for you if you have already satisfied this with MCW, but your course must start after your employment with Children's begins. You should check with MCW if you have a current course in place prior to employment with Children's to see if there are benefits available.

Children's pre-employment and new employee orientation

34. What steps do I need to take after accepting the offer?

Upon acceptance of your offer, you will receive a detailed email with instructions to complete the following:

- Children's online employment application
- Provide education transcripts, if required for your position
- Provide proof of licensure or certification, if required for your position
- InCheck Background Information Disclosure form
- ReadySet account profile (Children's secure employee health record used for you Employee Health and Wellness assessment visit) **NOTE:** There are surveys assigned to you that you must complete in Readyset before your appointment. Please allow up to an hour to complete these surveys so please complete these before your appointment. If you have issues with the technology, please call Employee Health and Wellness.

- f) Employee Health and Wellness assessment visit (explained below)
- g) I-9 Employment Eligibility form and proper identification
- h) Obtain a new Children's Identification badge

35. Why do I need to complete a background check and other pre-employment steps?

Our partner organizations are regulated by different types of agencies. Children's policies and regulatory agencies require the completion of the pre-employment process to include background checks and the employee health and wellness requirements, prior to transitioning to the Children's employment platform.

36. How do I prepare for the Children's Employee Health and Wellness visit?

The purpose of your Children's Employee Health and Wellness visit, which takes about an hour, is for you to receive an employment health and wellness assessment, perform a urine drug screen and confirm immunizations that are required for employment. The visit takes place in Children's Employee Health and Wellness office at Children's Corporate Center (Suite CCC260) and is performed by a Children's registered nurse. You will be required to provide a urine sample at the time of your appointment.

Following your visit to Children's Employee Health and Wellness office, you will be asked to go to the Children's Human Resources office for completion of your Employment Eligibility I-9 form (Suite CCC240). You will need to make an appointment at a Children's lab to complete any required tests (e.g., titers for MMR or varicella, TB testing.) We will work with you to secure an appointment for these labs. Completing all Employee Health and Wellness requirements and Employment Eligibility I-9 form is a condition of employment. To expedite that process, you will be asked to complete online information prior to your visit, bring proof of your immunization record, and bring identification to complete an Employment Eligibility I-9 form.

37. Are influenza and COVID-19 vaccines a requirement of being an employee of Children's?

Yes. Influenza and COVID-19 can both be a serious illness. Getting a vaccination is the single most effective way to help prevent unnecessary deaths and reduce the spread of this preventable disease. Because illness may be passed on to others even before symptoms begin, unvaccinated staff can cause illness in others. This is why vaccination is a condition of employment at most leading health care organizations across the country, and at Children's. At Children's, we begin our influenza vaccine program in the fall.

Exemption from receiving flu or COVID-19 vaccines may be granted for medical/disability contraindications or religious beliefs, limited to specific medical conditions or beliefs that meet religious conviction criteria.

38. Will my MCW approved medical and/or religious exemption for vaccination be honored by Children's Wisconsin?

Each organization has established their own criteria for approving medical and religious exemptions for vaccinations. If you have an approved medical or religious exemption with MCW, you will have to submit documentation for your exemptions to be reviewed by Children's. A Children's Application for Exemption waiver must be submitted to Employee Health and Wellness to allow time for consideration and includes an interactive process of review with the person submitting the waiver. The forms can be requested from Children's Employee Health and Wellness department. The exemption consideration process must be completed annually unless approved for a lifelong

medical condition. Please be aware you would need to file a separate form for the influenza vaccine and for the COVID vaccine if you are requesting consideration of a waiver from both.

39. Will I attend a new hire orientation if I accept the job offer from Children's?

You will participate in New Employee Welcome, an orientation program which will provide a valuable overview of many topics, including Children's culture, policies, health and safety information, Children's University (a portal to access training programs), and other important resources available to you. CSG-specific new hire orientation sessions will be held virtually in January.

40. Will my work email address change?

If you already have an Outlook email address from Children's that ends in "@childrenswi.org," you will keep that email address. If you don't have an email address with Children's, then one that ends in "@childrenswi.org" will be issued to you after your start date. You can continue to use your MCW email address and can choose to have your Children's email automatically forwarded to your MCW address.

41. Will my office location change?

We do not foresee any immediate changes to your work location at this time.

42. How will future information be communicated?

Regular updates will be communicated by your leader in collaboration with CSG leadership.

43. Who do I contact if I have questions?

Questions not addressed in the Q&A can be sent to csg@childrenswi.org and/or employeerelations@mcw.edu. We monitor these mailboxes frequently and commit to getting you a prompt answer.

Note: This is a summary of the policies and benefit programs offered at Children's Wisconsin, not the official plan document. If a description or any oral representation differs from the plan documents, the plan documents prevail.