

Port Charlotte Hospital

Frequently Asked Questions

Table of Contents

General.....	2
Employment.....	3
Organizational Development and Learning.....	4
Absence Management and Paid Time Off	5
EIB/Sick Banks	7
Compensation.....	8
Benefits	10
Information Technology	14
Policies/Compliance	15

General

Who is AdventHealth?

With a sacred mission of Extending the Healing Ministry of Christ, AdventHealth is a connected system of care for every stage of life and health. More than 97,000+ skilled and compassionate caregivers in physician practices, hospitals, outpatient clinics, skilled nursing facilities, home health agencies and hospice centers provide individualized, wholistic care. A shared vision, common values, focus on whole-person health, and commitment to making communities healthier unify the system's 54 hospital campuses and hundreds of care sites in diverse markets throughout nine states. For more information about AdventHealth, visit AdventHealth.com, or [Facebook.com/AdventHealth](https://www.facebook.com/AdventHealth).

Will our hospital get a new name?

Yes, upon joining AdventHealth, the name of your hospital will change to AdventHealth Port Charlotte.

Where do our AdventHealth facilities fit into the broader AdventHealth organization?

The facilities and related businesses, physician clinic operations and outpatient services will become a part of the AdventHealth West Florida Division.

Will our hospitals operate as faith-based hospitals?

Yes. The mission of AdventHealth is “Extending the Healing Ministry of Christ” to the people and communities we serve. This mission is carried out through the healing and health-promoting work of our hospitals, clinics, and related institutions.

What does it mean to be a Seventh-day Adventist sponsored hospital?

The legacy of delivering whole person care – body, mind, and spirit – has been rooted in the Seventh-day Adventist Church for more than 100 years. Today, several hundred hospitals, clinics and health care facilities around the world identify with the Church. Team members are encouraged to live their faith in the workplace, not to impose or proselytize, but to provide care in a manner that addresses the whole person. The Adventist Church maintains a vital connection to AdventHealth’s health care ministry, beginning with its governing body, which is comprised of designated Church officials and lay leaders.

Do I have to be a member of the Seventh-day Adventist Church to work for AdventHealth?

No. While we are rooted in our faith-based mission, at AdventHealth, we celebrate the diverse background, cultures and experiences of our team members and embrace opportunities to learn and grow from new perspectives.

What changes can we expect?

Future changes will be for the benefit of ShorePoint Port Charlotte and the communities we serve. Operational, information technology, and electronic medical record systems will change over time, but there are many processes that will remain the same. The goal is to create a smooth and well-organized transition with significant involvement and intentional collaboration from local leaders and clinicians.

How will patients be informed?

Patients will see announcements in local papers and a communications piece will be prepared for admissions materials to explain the transition for March 1. We ask you to share what you learn with your patients, friends, and neighbors as well, when that time comes.

***What will the patient portal experience be for my patients?**

There are portal links for both the MyHomeHealth and AH Portal on the AdventHealth Port Charlotte website. Patients can select an option depending on what the consumer needs, by location. See link below.

<https://www.adventhealth.com/hospital/adventhealth-port-charlotte/patient-portal>

The bill pay has a table that breaks down which link to use based on the dates of service. See link below.

<https://www.adventhealth.com/hospital/adventhealth-port-charlotte/bill-pay>

Employment

Do I have to reapply for my job?

Employees employed by Port Charlotte continuing in their same role will not be required to apply for their job at transition.

Will I need to purchase new uniforms?

Yes, you will need to purchase new uniforms to align with AdventHealth scrub standards, but we are excited to announce that current team members will be given a Uniform Advantage uniform credit to go towards the purchase of new uniforms. Full-time team members will receive a \$150 credit and Part-time and PRN team members will receive a \$100 credit.

These credit amounts are designed to give team members flexibility when making their purchases, Uniform Advantage offers many different types of uniforms, and these amounts will provide team members with a variety of options.

Should I continue to wear our current uniforms?

Yes, until you receive your new AdventHealth scrubs.

Will leaders that support staffing also be provided with an allowance for scrubs?

All uniformed team members will be provided with the allowance.

Will I continue to wear my current ID badge?

Yes. All team members will need to continue to carry and wear their current ID badge, to align with business continuity. More details to come regarding the badge transition.

What is the AdventHealth standard workweek?

The AdventHealth standard work week begins and ends on Saturday at midnight. For night shift team members, the work week begins and ends at noon Sunday.

When will I be paid?

AdventHealth pays on a biweekly Friday pay cycle, with pay statements available to view the Thursday before Friday pay day.

- Your last full paycheck from CHS will be paid on 2/28/25.
- Your last partial and final paycheck from CHS will be paid on 3/14/25.
- Your first partial paycheck from AdventHealth will be paid on 3/14/25.
- Your first full paycheck from AdventHealth will be paid on 3/28/25.
- You will receive your biweekly pay thereafter from AdventHealth.

How does AdventHealth conduct performance evaluations and provide merit increases?

Pay increases at AdventHealth are typically implemented annually through the annual pay increase process. AdventHealth also regularly reviews market compensation data (typically twice per year), and we leverage this data to make market-based pay adjustments for specific roles outside of the annual increases.

TalentCare is the electronic platform and process that AdventHealth uses to foster deeper relationships between leaders and team members. This framework facilitates regular 1:1 meeting between team members and more comprehensive bi-annual discussions focused on development and individual strengths. These conversations offer valuable insights and feedback on work performance, but these evaluations are not linked to pay and do not impact a team member's eligibility for annual pay increase process or market adjustments.

Will our service dates be honored?

Yes.

What is the company's policy on taking a 30-minute uninterrupted lunch break?

All employees are expected to take a 30-minute uninterrupted lunch break each workday.

Organizational Development and Learning

Will my current educational assistance provided to me be honored?

Yes, your current educational assistance for in-flight courses will be honored. However, new educational pursuits must align with AdventHealth's educational assistance policy and approved fields of study. If you are benefits-eligible and starting a new program, please obtain leader approval and complete the application process in our educational assistance partner's, [Guild Education](#), platform for evaluation on or after March 4th. Applications must be approved by Guild Education before a covered course begins.

If you are currently enrolled in a program and wish to receive tuition reimbursement on or after March 4th, you must submit your tuition reimbursement request in the Guild platform no later than 60 days post-completion.

What happens if the educational program I am enrolled in is not among the approved schools/programs within AdventHealth?

Team members enrolled in a program that was already approved by your previous employer will be able to complete the course and receive tuition reimbursement via Guild's platform on or after March 4th. For future educational pursuits, you may need to transition to an approved regionally accredited school and field of study if your current program does not align with AdventHealth's policy and approved fields of study. Guild Education will be happy to assist you with deciphering that.

Does AdventHealth offer a Student Loan Repayment benefit?

Yes, a student loan repayment program is available through the Education Assistance tile on The Hub. The benefit for full-time team members is \$200/month with a \$12,000 lifetime cap. Part-time team members are eligible for \$100/month, with a \$6,000 lifetime cap. To be eligible, team members must be:

- Active and benefits-eligible,
- In [eligible departments](#) as defined by AdventHealth as a patient-facing department
- In a job that requires a degree
- In a position that is manager-level or below
- Physicians and APPs are ineligible

Student loan coaching is available to all benefits-eligible team members and provides access to free coaching sessions with educational finance experts who offer personalized guidance on student loan repayment in the context of broader financial wellness goals. You also have access to complimentary student loan advice and tools that help broaden your understanding of repayment strategies. To access Student Loan Support, visit the Education Assistance tile on The Hub.

Additional Information on Educational Assistance

AdventHealth provides educational assistance (separate from student loan repayment) for approved degree programs from regionally accredited academic providers. Certification/Non-Degree Programs do not require regional accreditation. Benefits-eligible team members are eligible for educational assistance in addition to PRN Nurse Technicians.

AdventHealth Annual Caps for Educational Assistance

- **Undergrad Degrees/Undergrad Certifications**
 - Full-Time: Up to \$5,250 per calendar year
 - Part-Time: Up to \$2,625 per calendar year
 - PRN (Nurse Techs only): Up to \$2,625 per calendar year
- **Graduate Degrees**
 - Full-Time: \$10,500 per calendar year
 - Part-Time: \$5,250 per calendar year
 - PRN (Nurse Techs only): N/A
- **Non-Degree Certifications**
 - Full/Part-Time: \$3,000
 - PRN (Nurse Techs only): \$3,000

Absence Management and Paid Time Off

Will I accrue the same amount of PTO?

PTO accruals will follow the AdventHealth accrual rate. PTO is accrued per pay period based upon hours worked (up to 80 hours per pay period) and length of employment.

What are the PTO accrual rates?

AdventHealth 2025 PTO accrual rates (in percentages) are described below.

Team Member / Non-Leader		
Months of Service Completed	Accrual %	Number of Days, FT, 8-hour equiv
0-12	9%	23.4
12 +1 day through 60	10%	26
60 + 1 day through 96	11%	28.6
96 + 1 day through 132	12%	31.2
132 + 1 day through 180	13%	33.8
Greater than 180	14%	36.4

Leader (Director and Above)		
Months of Service Completed	Accrual %	Number of Days, FT, 8-hour equiv
0-60	10%	26
60+1 through 96	11%	28.6
96 +1 day through 132	12%	31.2
132 + 1 day through 180	13%	33.8
Greater than 180	14%	36.4

*Accrual Calculation

The following formulas can be applied to achieve a general calculation of annual PTO accrual:

- A. $\text{Standard Hours per pay period} \times \text{Pay periods per year (generally 26)} \times \text{Accrual rate} = \text{Annual PTO hours accrued}$
- B. $\text{Annual PTO hours accrued} / \text{Hours worked per shift} = \text{Annual number of PTO days accrued}$

What will happen to my current PTO bank?

Your current PTO balance will transfer to AdventHealth as a current PTO bank.

Will I be able to cash out my PTO at any time during the year?

Yes, in accordance with the AdventHealth PTO policy.

How is PTO cash out managed at AdventHealth?

Time off accrued beginning March 1 will go into the PTO bank that will follow the rules listed for PTO cash out.

- Team members must maintain 40 hours of PTO in their bank after the cash-out hours are deducted.
- Team members may not cash-out more than 80 hours of PTO in a calendar year.
- PTO that is cashed out will be paid as cash at 90% value, less any additional taxes or required payroll withholdings.

What happens to my open leave of absence (LOA) claim?

Open leave of absence claims will continue to be processed by local HR. Any claims opened 3/1/2025 or after will need to follow the AdventHealth process.

Will team members be required to pay for their insurance benefits if they have unpaid time off?

Team members will need to plan to cover any benefit deductions not taken due to unpaid time, this is typically paid in arrears in a future check but can also be paid as a separate direct payment to AdventHealth.

Will team members need to use their PTO if called off due to low volume/census?

AdventHealth gives hourly team members the choice of using their PTO or having unpaid time during low volume periods.

Do holidays come out of our PTO bank?

Yes. At AdventHealth paid time off is used for sickness, vacations, and holidays.

What company leave of absence plans does AdventHealth offer?

In addition to statutory state and federal leave, such as FMLA or USERRA covered Military Leave, AdventHealth also offers the following Company leave plans in a rolling 12-month year to assist you with necessary time away from work for qualifying reasons. Multiple leave plans may run concurrently, based on eligibility and entitlement:

- **Paid Parental Leave** is a 4-week paid leave benefit, for paid time away from work due to the birth or adoption placement of a new child that is born or placed for adoption on/after July 16, 2023. This benefit is available to full-time benefits eligible team members. The team member must be employed and have started work prior to the birth or adoption to be eligible for Paid Parental Leave. The leave runs concurrently with other statutory or AdventHealth leaves.
- **Medical Leave of Absence (MLOA)** is an AdventHealth company leave benefit that grants the same amount of time as FMLA (12 weeks) if a team member does not qualify for FMLA, however, it is only available for the team member's own serious health condition (to include pregnancy recovery) on a continuous basis. Intermittent use is not permitted.
- **Personal Leave** is an AdventHealth company leave benefit that grants time off for up to three months in total, for personal reasons including, but not limited to, specialized experiences, family issues or other extenuating personal needs, elective office, or other family situations not related to a team member's own serious health condition or the health condition of a qualified family member that would otherwise be covered under the FMLA. This leave type is tracked by the LOA vendor but requires manager approval.
- **Education Leave** is an AdventHealth company leave benefit that grants time off for up to three months in total, for the team member's own education-related pursuits. This leave type is tracked by the LOA vendor but requires manager approval.

EIB/Sick Banks

***Will my EIB/sick bank transfer to AdventHealth?**

Yes. The full banks are expected to transfer in **late March** to AdventHealth. To use the hours, team members will need to adhere to the AdventHealth Frozen Sick Bank policy. EIB hours will be visible in The Hub under the PTO Balances tile.

What is considered a qualifying event for EIB/sick?

If a team member would like to use their EIB/sick bank time, the team member must first use one standard workday of PTO hours.

Will my hours rollover at the end of the year?

Yes. Your frozen sick bank will rollover at the end of the year.

Is there an EIB/sick Bank cap?

No, there is no EIB/sick bank cap.

Can I cash out my EIB/sick bank upon retirement or termination with AdventHealth?

No. There is no cash value to the EIB/sick bank accounts, therefore it will not be paid out upon retirement or employment termination.

Will my EIB/sick bank accrue hours once I transition to AdventHealth?

No. You will not accrue on your frozen sick bank. Once a team member has exhausted their sick bank hours, they will follow the standard AdventHealth policy and use PTO for sickness, vacation, and holidays.

Can I use my EIB/sick bank when a child, spouse or family member is sick?

Your EIB/sick bank time can only be used for your own sickness. If a team member needs to support a family member, they should consider using FMLA.

Compensation

How does AdventHealth determine pay rates?

Pay rates are determined using comprehensive market studies and evaluating internal equity for team members in the same job within the same market (typically in the same region/state). We regularly review our salary structures to ensure they remain competitive within the labor markets in which we compete for talent. We also ensure they are aligned with industry leading practice. We conduct these studies annually to stay abreast of industry trends and to inform our salary planning process.

Will my pay increase?

As part of the transition to the new salary structure, we will ensure that all team members are at least at the minimum of their assigned salary range. If your current rate falls below the new salary range minimum, you will receive an increase to ensure you are paid within the market-competitive salary range for your job.

How does AdventHealth conduct pay studies?

We analyze external market data from credible sources using leading industry practice to conduct our pay studies. Here are a few principles we consider:

We use job descriptions, not job titles alone, to match AdventHealth jobs to survey jobs.

We collect data from at least 3 credible compensation survey sources that include national compensation data for the specific job (e.g., RN, Radiologic Technologist, Financial Analyst, Environmental Services Worker, etc.).

We account for the differences in the cost of labor for the various markets in which we operate (typically by state) by applying geographic premiums/discounts to determine the appropriate salary range for a job. For example, the salary range for a Registered Nurse in Florida may vary from the salary range for a Registered Nurse in Kentucky.

Pay rates for individual team members will vary within the competitive salary range based on the years of directly applicable experience of the team member.

This process ensures compensation levels are competitive within regional labor markets (typically by state) and is an industry leading compensation practice.

When will I know if I'm eligible for a pay increase?

Once ShorePoint Health becomes AdventHealth Port Charlotte, we will gather the required data (e.g., individual team members' years of experience), to ensure the pay analysis is comprehensive, complete, and accurate. We anticipate this process will take a few months to gather, validate, and determine if any needed pay increases are necessary for our team members.

What factors influence pay adjustments?

- ✓ Market data for the same roles
- ✓ Internal equity across comparable positions
- ✓ Verified years of directly applicable experience (once collected)
- ✓ Budget considerations and sustainability

When will we know more about any potential pay increases?

The data collection process will begin shortly after ShorePoint Health becomes AdventHealth Port Charlotte. We will provide updates as the data is received, analyzed, and approval is received for any recommended pay increases. We appreciate your patience and commitment during this transition as we work to ensure an equitable and transparent process.

How will shift differentials be impacted?

Team members who are eligible for shift differential will receive market competitive differential rates based on job code/position and AdventHealth policy. Shift differential rates are currently determined by role, and by shift. More specific information regarding shift differentials will be forthcoming.

How will shift windows be impacted?

AdventHealth follows a majority-rule practice for calculating shift rates and differentials. The shift where the majority of a team member's hours fall determines the rate, they are eligible for, if any, for the entirety of their shift. Below are examples to show where AdventHealth follows a majority-rule practice for calculating shift rates and differentials:

- A team member is considered having worked Shift 1 when the majority of their hours worked fall between 7 a.m. and 3 p.m. Shift 1 is not eligible for shift differential.
- A team member is considered having worked Shift 2 when the majority of their hours worked fall between 3 p.m. and 11 p.m.
- A team member is considered having worked Shift 3 when the majority of their hours worked fall between 11 p.m. and 7 a.m.

Does AdventHealth pay Holiday Differential?

AdventHealth provides a holiday differential of an additional 50% of the team member's base rate for working 11pm of the day before the holiday to 11pm of the day of the holiday.

What are AdventHealth holidays?

AdventHealth recognizes the following holidays:

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Benefits

Who is considered benefits-eligible at AdventHealth?

Full-time team members with standard hours of at least 36 hours per week are considered full-time benefits eligible.

Part-time team members with standard hours of 16-35 hours per week are considered part-time benefits eligible.

PRN team members with standard hours of less than 16 hours per week are eligible for TSA Deferral and well-being benefits only.

Will I have to enroll in new benefits?

YES. All Port Charlotte Hospital facilities will transition to AdventHealth's benefits on the transition date (March 1, 2025).

You will have **10 days starting March 1 to enroll in new AdventHealth benefits**, however, team members are encouraged to enroll as soon as available. Instructions on open enrollment will be sent to your AdventHealth work email address.

Make plans now to fill your prescriptions and obtain necessary doctor appointments for on/before March 1 or avoid nonurgent appointments or prescription refills for at least 10–14 days after the submission of your new AdventHealth elections. For services you utilize prior to the processing of your benefit elections, you may be required to pay out of pocket and file a claim for reimbursement after your new benefits are processed by the vendors.

Certain benefits terminating under Port Charlotte may offer you the option to port coverage to an individual plan. Preexisting condition exclusions and actively at work clauses on the AdventHealth Critical Illness plans and the life insurance plans should be considered when deciding whether to port any existing coverage.

When is the initial open enrollment window?

The AdventHealth Benefits Plan has an initial enrollment from March 1 - March 10, 2025. New benefits with AdventHealth will become effective on the first day of employment (March 1, 2025).

Can I enroll my dependents?

AdventHealth allows eligible spouses and children to be covered under the AdventHealth benefit plans if they meet the eligibility criteria as outlined below:

Spouse: A spouse is your legal spouse or any individual who is required to be treated as a spouse under applicable state law.

- Required Documentation: Marriage Certificate* containing the following: • Name of the employee • Name of the spouse • Date of marriage • Certifier's signature/official seal *Consult with HR Shared Services if your spousal relationship is not one that is formalized by a Marriage Certificate.

Children: A child includes any of the following definitions:

- A. A natural child of either the team member or their spouse
 - B. An adopted child of either the team member or their spouse
 - C. A foster child of either the team member or their spouse
 - D. A child for which the team member or their legal spouse has full guardianship through the court.
 - E. Any child, including a grandchild, for which the team member or their spouse has responsibility under a court order
- Required Documentation (one of the following): Birth Certificate, Naturalization Certificate or Consular Report of Birth Abroad, Adoption paperwork, or Legal Guardianship or other applicable Court Order.

**This required documentation will need to be submitted as part of the initial enrollment.*

What voluntary benefits are available for me to enroll in?

AdventHealth offers many voluntary benefits to eligible team members. Team members can enroll in these benefits during the initial enrollment period, and during annual open enrollment each year.

- Health insurance
- Dental Insurance
- Vision Insurance
- Short- and Long-Term Disability Insurance
- Hospital Indemnity
- Accident Insurance
- Critical Illness Insurance
- Supplemental Group Term Life Insurance
- Legal Insurance
- Pet discount coverage
- Cyber wellness/identity theft coverage
- Tax-advantaged health spending and savings accounts

Will the health plan change?

Team members may enroll in the AdventHealth Employee Health Plan. AdventHealth has a Traditional Plan and a Health Savings Plan (sometimes otherwise referred to as a High Deductible Health Plan, or HDHP).

Once I complete my benefits enrollment, how quickly should I expect an ID card in the mail?

If enrolling in the Health Plan, an ID card from Aetna which includes information about CVS Caremark or prescription coverage will generally arrive within 2 weeks after Aetna has received your enrollment information from AdventHealth. AdventHealth sends enrollment updates to Aetna 3X per week (M, W, F), so the sooner you enroll, the sooner your information gets processed. Enrollment updates to other AdventHealth benefit vendors are sent once weekly. Plan to download the Aetna health app and register with your new member ID number. The Aetna health app will allow for electronic retrieval of your new member ID card.

How do I find out if my healthcare provider is in the network?

Prior to receiving your Aetna I.D. card, you can log into www.aetna.com/adventhealth to search for in-network providers. On the main page, locate the box that says, "Continue as a Guest" and enter your location. Proceed as directed to search for providers. Tier 1/preferred providers are presented first and are flagged "Maximum Savings". Tier 2 in-network providers are flagged as "Standard Savings".

Once you obtain your Aetna ID card, we encourage you to register using your member number at www.Aetna.com. Additionally, make time to download the Aetna member app on your smartphone device for quick access to your electronic ID card, to review your claims, your benefits and search for providers in the network.

You may use a provider in either Tier. But you will want to use Tier 1 providers, when possible, for the lowest member cost. There is no approval process required to use a Tier 2 provider if needed or desired. In situations where a Tier 1 provider is not available for a needed service you will use a Tier 2 provider at the standard savings cost share. Since providers sometimes choose to leave a network, it is recommended that you verify your provider is participating in the AdventHealth network prior to seeking care.

***Will AdventHealth fund an HRA or HSA?**

AdventHealth funds an HSA for full-time team members who make less than \$21/hour and who participate in the Health Savings Plan (HDHP). The funding is \$250 per quarter for individuals and \$500 per quarter for team members with dependent(s) enrolled in the plan. The quarterly funding contributions are expected in April, July, and October 2025.

***Will my Health Savings Account transfer?**

If you choose the Health Savings Plan with AdventHealth, you have the option to rollover your prior HSA into our HSA with Optum Financial.

***What will happen to my Flexible Spending Account (FSA)?**

Participants in the CHS FSA's will be treated as normal terminations. Claims incurred prior to March 1 can continue to be filed for the period of time following termination date as specified in the CHS plan documentation.

Be reminded that the IRS allows up to \$3,200 per calendar year for FSA contribution and reimbursement. Anything over \$3,200 will be reported as taxable income. Take this into consideration when designating your FSA election.

What are the AdventHealth Disability Benefits?

Short-term disability coverage is an employee-paid benefit and available to all benefit-eligible full-time and part-time team members. Long-term disability is also an employee-paid benefit, only available for full-time team members.

	Short-Term Disability (STD)	Long-Term Disability (LTD)
When Benefits Begin	Benefits begin on the first day after an accident, or the 15th day of an illness. *	Benefits begin after 180 days of disability (the elimination period).
Benefit Amount	**60% of your current weekly base income to a maximum of \$5,000 per week.	The benefit amount is **60% of your monthly earnings, with a maximum monthly benefit of \$6,000**
When Benefits End***	Benefits are payable for up to 24 weeks for an illness and 26 weeks for an accident or injury. *	If disability occurs prior to age 60, benefits are payable until the current Social Security Normal Retirement Age (SSNRA). If disability starts on or after the date you reach 61, benefits are paid for the maximum benefit period listed in the schedule of benefits.

**See the plan document for the complete definition of "accident" and "illness."*

***Disability benefits may be reduced by the amount you receive from other qualifying income, such as social security payments, certain pension payments, or any local, state, or federal government disability program payments.*

***What happens to my open short-term or long-term disability claim?**

Claims for disabilities that began before March 1 will continue to be administered by the current CHS disability vendor for ongoing administration and continue to process those benefit payments as they do today.

Claims for disabilities incurred on or after March 1 will be reported to the AdventHealth disability vendor, New York Life, for claims handling under the AdventHealth plan guidelines.

What is the Adventist Healthcare Retirement Plan?

AdventHealth participates in the Adventist Healthcare Retirement Plan which is composed of a 401(a) (employer contributions) and 403(b) plan (team member contributions).

The longer you remain an AdventHealth team member, the greater the dollar-for-dollar matching contribution you will receive. The company match formula is included below:

- Employer Match: (deposited biweekly)

Years of Service Match

Years of Service Match	Employer Contribution
Less than 4 years	100% up to 4%
4 – 9 years	100% up to 5%
10 – 19 years	100% up to 6%
20+ years	100% up to 7%

AdventHealth cares about the whole you — including future you — and wants to be your partner in retirement savings. We are a match-only formula that increases with tenure.

How can I ensure I do not exceed my retirement contribution limits for the year, considering my previous contributions with CHS and my current contributions with our company?

To avoid exceeding the annual limits set by the IRS, please follow these steps:

1. Check your current annual contributions by adding up all contributions you have made to your retirement account this year.
2. Subtract that amount from the IRS annual contribution limit, which is \$23,500 for individuals under 50, and an additional \$7,500 catch-up contribution for those 50 and older.
3. Adjust your contributions to ensure you do not exceed the annual limit.

***What will happen with my current retirement plan?**

You will have the following options:

1. Roll over to AHRP – AHRP will be on site to assist with a rollover (recommended)
2. Roll to an IRA
3. Take a distribution (not recommended)
4. Leave balance in the CHS plan

What happens if I have a loan with my current retirement plan?

If you have a loan with your current retirement plan and roll the balance to AHRP, the reps will assist you in the process so the loan does not become immediately payable (which is what would happen in all other options above).

What is the AdventHealth Wellbeing Program?

All AdventHealth team members have access to a comprehensive wellness program through our partnership with WebMD. Team members may access valuable well-being tools through the WebMD wellness portal.

Information Technology

How will I access my AdventHealth email on Day 1?

On Day 1, you will be able to [access your AdventHealth email](#) through AdventHealth's intranet site, known as AdventHealth Connect. You will also be able to access your AdventHealth email by using the [Outlook mobile app](#) on your personal smartphone or tablet. Alternatively, if you are authorized to use Office desktop applications, you can access an [AdventHealth virtual desktop](#) where the Outlook application will be accessible. Please refer to the Microsoft 365 Guides located on the [AdventHealth Port Charlotte Technical Guides](#) site for more information.

Will the email in my SharePoint Health mailbox be moved to my AdventHealth mailbox?

No, however, you will still be able to access your SharePoint Health email account for 30 days after 3/1. You may use this access **ONLY** to forward critical emails from your SharePoint Health mailbox to your AdventHealth mailbox. All AdventHealth business related email communications should be sent from your AdventHealth email account.

Access to your SharePoint Health mailbox will be removed on 4/1.

What will happen to my SharePoint Health Google Workspace content?

On Day 1, you will be able to [access AdventHealth's Microsoft Teams](#) system.

If you have internal team or departmental data in Google Workspace, you can [create a space within the AdventHealth Microsoft Teams system](#) and manually transfer that data. This process should be completed by 4/1.

If you create content to be shared with other teams or departments, that content can be [transitioned to AdventHealth Connect](#). To begin that process, please contact the AdventHealth IT Service Desk to [open a ticket with the Connect support team](#).

What will happen to my personal SharePoint Health Files?

If you have personal Google Drive data that you need to retain, [you can migrate that content from your workstation](#) into your AdventHealth OneDrive on the web.

Please refer to the Microsoft 365 Guides located on the [AdventHealth Port Charlotte Technical Guides](#) site for more information on accessing OneDrive.

How will my contacts be informed of my new AdventHealth email address?

You will receive your new AdventHealth email address on a to be provided employee information sheet. We suggest that you take proactive steps to inform any important contacts of your upcoming change in email address prior to Day 1. Additionally, you may configure your SharePoint Health mailbox to automatically forward new emails to your new AdventHealth mailbox by following [these instructions](#).

Will my email distribution group be transferred to AdventHealth?

Unfortunately, no. If you wish to have distribution groups established within the AdventHealth email system, [submit a request here](#).

Will my meetings transfer to my AdventHealth email?

No. You will need to [recreate your meetings](#) in the AdventHealth email system for them to work correctly after Day 1.

How will I clock in or out on Day 1 and thereafter?

Beginning at 12:01 am on Day 1, team members will need to clock in and out [using AdventHealth timeclocks](#) or by using the UKG Dimensions application web clocking functionality which can be accessed through [AdventHealth Connect](#).

How will I get my AdventHealth user account?

Prior to Day 1, you will receive an employee information sheet that will include your AdventHealth user account (OPID) and a temporary password. Once received, using the OPID and password provided on the information sheet, you will need to go to the [AdventHealth Identity Self-Service Portal](#) and change your password, starting on March 1.

AdventHealth requires multi-factor authentication when accessing AdventHealth provided applications from an external network (i.e.: Accessing your payroll information from home). After you have set your AdventHealth password, you should consider [enrolling in AdventHealth's multi-factor authentication solution](#) (SecureAuth).

Can I use my AdventHealth user account to access all applications that I use?

Please use your AdventHealth user account when accessing applications provided by AdventHealth. If you also use SharePoint Health provided applications, you will need to continue to use your SharePoint Health user account for those applications.

Policies/Compliance

How will I access policies?

Beginning Day 1, key local clinical policies will continue and be kept in hard copy binders on each unit for easy reference for a period of time.

AdventHealth uses PolicyTech, a policy management system, to store policies, procedures, and related documents. The policy transition for Port Charlotte will take 4-5 months and we are committed to ensuring transparency and clarity throughout this process.

Beginning March 1, Port Charlotte team members will follow and be in compliance with AdventHealth company-wide and West Florida Division policies through [PolicyTech](#). Follow the steps [here](#) to access these policies beginning Day 1.

Visit the [Policy FAQ](#) if you have questions or need more information.

What compliance trainings will I be required to complete?

AdventHealth requires all teams to complete the [CORE](#) compliance training. You will be notified of this training through the AdventHealth Learning Network (ALN), beginning on Day 1. All team members will have 45 days to complete this virtual training.