

Connections

News from UCSF Health, Saint Francis and St. Mary's

March 15, 2024

Dear Saint Francis and St. Mary's Colleagues,

Welcome to the first edition of "Connections" a collaborative update by leaders from UCSF Health, Saint Francis Memorial Hospital and St. Mary's Medical Center. This newsletter will provide updates about what's changing and what's not, required actions and deadlines, FAQs and other important information as Saint Francis and St. Mary's become part of the UCSF Health Care Network.

We're Building an Exciting Future Together

Connecting Saint Francis and St. Mary's community-based care model with the capabilities of UCSF Health is an opportunity to expand access to care for our community, increase capacity to provide that care and elevate patient outcomes. We look forward to partnering with all of you in this process over the coming weeks and months.

Transition Timing Update

As the transaction progresses through regulatory review and approvals, we expect that the completion date will occur in late spring or early summer – but not earlier than April 30, 2024. It's important to understand that the completion date will always occur on the last day of the month and Day 1 would be on the first day of the month. We will provide updates regarding the actual date for Day 1 as new information becomes available.

What to Expect

We are currently engaged in active planning for the transition, focusing on "Day 1" when Saint Francis and St. Mary's officially become part of UCSF Health Care Network. Your day-to-day work will remain largely the same. As part of the transition, there will be some changes - keep reading for more about what to expect and important steps you need to take.

Human Resources (HR)

- Employee HR systems and tools will be changing. You will access payroll, benefits, and other HR information through ADP once the transition occurs.
- Health and welfare benefit plans are changing for employees but will be substantially similar to what is currently offered.
- **To maintain coverage after the completion of the transaction, all employees will need to re-enroll in benefit plans.** You will also need to re-enter dependent information during this process if covering a spouse, child, or other dependent.
- Open Enrollment will be March 25 – April 8. HR representatives will be on site throughout Open Enrollment to answer questions and assist employees.
- Retirement benefits will also be substantially similar to what is offered now. More information on this topic will be coming.
- There are **no** planned changes to compensation.
- Your time and scheduling system will not change. You will still use Sympplr (also known as TEAMS) as you do now.

Information Technology (IT)

- Day-to-day IT experience will be mostly the same, but some of the tools you use will be changing. As we get closer to Day 1, we'll share more about these changes along with additional resources.

Workplace

- You will receive new UCSF Health Saint Francis Hospital and UCSF Health St. Mary's Hospital uniforms on or around Day 1. Your existing uniform guidelines will stay the same.
- You will still use your existing Dignity Health ID badge for time and attendance purposes. You will receive a new ID badge overlay to go on top of your existing badges.
- New email signature templates will be provided as well.

Mark your Calendar

March 18: Sign up for ADP

- On March 18, employees will receive an email from ADP to their CommonSpirit.org email address directing you to create new login credentials.
- Please follow the instructions provided: Employees must create an ADP login to enroll in benefits and be included in payroll.

March 25 – April 8: Open enrollment period for health and welfare benefits

- Note: **All employees must re-enroll to receive benefits.**
- Employees will receive instructions next week about how to re-enroll in health and welfare benefits.

Feedback and Questions

Your feedback and questions are invaluable as we navigate this process. Whether you have suggestions, concerns, or simply need clarification, we're here to listen and support you. We look forward to addressing your feedback through future editions of Connections, town halls, FAQs and transition guides. We will also have on-site support for all shifts at both facilities as we get closer to Day 1. In the meantime, please reach out to your leader, direct supervisor or IntegrationOffice@ucsf.edu with your questions.

Your questions and input will help support a smooth and successful transition for everyone involved. We are excited to embark on this transition journey together in service of our patients, people and community.

Stay tuned for our next update the week of March 25th.

Sincerely,

Daryn Kumar, MBA, FACHE
President & CEO

Shelby Decosta
President, UCSF Health Care Network

Physician Corner

We are excited to welcome all the Saint Francis and St. Mary's Medical Staff into the UCSF Health Network! Saint Francis and St. Mary's will remain community hospitals with an open medical staff model. Physicians play a key role in our transition planning process, and we'll be connecting directly with you soon with specific information, forums, and engagement dedicated to you and your questions. More information coming soon.

Questions? Email integrationoffice@ucsf.edu