

Good morning, Benefits Administrators!

**For employees terminating their employment with the Archdiocese of St. Louis, please see the following:**

- *If ending employment on or before June 30, 2022*, you may give your former employee the attached materials, which includes the Health Insurance Plan's [Early Retiree Provision 2021-2022](#) and/or the [Continuation of Coverage Provision for 2021-2022](#), along with the informative [Handout for Benefit Terminations 2021-2022](#).
- *If ending employment after July 1, 2022*, please refer the former employee to the "Ending Employment" icon on the Benefits webpage, which includes all necessary forms/information for Early Retiree and Continuation of Coverage Provisions for 2022-2023.

**For benefit eligible new hires after July 1, 2022**, please refer to the "New Hire" icon on the Benefits webpage for all necessary benefits forms/information that needs to be provided to a new hire (*Important note: federal guidelines require the Marketplace Coverage Notice to be handed out to all new hires so please be sure to do that*). You may direct the new hire to our Archdiocese Benefits webpage (link in my signature line) for more detailed benefits summaries.

The *Employee Benefits Booklet* for July 1, 2022 – June 30, 2023 is available on the Archdiocese Benefits webpage <https://www.archstl.org/human-resources/benefits-and-forms> in the "Employee Benefits Booklet" icon for your reference.

As a gentle reminder, new enrollment and/or changes to health insurance coverage is allowed within 31 days of hire and/or within 31 days of a qualifying event, as outlined in the attachment extracted from the Archdiocesan Benefits Administrative Manual <https://www.archstl.org/Portals/0/Documents/HR/Benefit%20HealthPlanSummaries/Benefits%20Administrative%20Guide%20-%20Electronic%202019.pdf>. If you receive a late health insurance enrollment/change request from your employee, please instruct them to initiate their request during the next annual open enrollment period, generally held in May, or within 31 days of a subsequent qualifying event. Qualifying event requests received due to administrative errors or extraordinary circumstances may be submitted for consideration.

Lastly, you have access to view the Qualifying Events Video by clicking this link: <https://www.brainshark.com/gallagher/QualifyingEvent-OE2022>. This is a great educational tool that I hope you utilize and find helpful!

Thank you!

For any benefits information or forms, please visit our Benefits/Human Resources webpage on the Archdiocese website at <https://www.archstl.org/human-resources/benefits-and-forms>.

**God Bless,**

**Stephanie Weider**  
Benefits Specialist  
Office of Human Resources