



## **FAQs for Broadway Services employees after June 30, 2025**

### **Severance Pay**

Severance pay is for employees who were not offered comparable employment through the transition. Severance pay is calculated based on a formula of tenure, job role, and salary. Severance pay is the weekly pay and covers medical and dental benefits. If you were offered employment with a third party vendor, with JHHS or JHU, and declined the employment offer, you are not eligible for severance. Questions about severance paychecks can be directed to Payroll at 410-563-6919.

### **Final Paychecks and PTO checks**

All final paychecks, will be available for pick up at the Corporate office. All uniforms must be returned to receive final paychecks. All Paid Time Off (PTO) hours will be paid out at 100%. PTO checks will be issued one week after your final paycheck. Sick and Safe leave (SSL) is not paid out.

### **Impact on Ongoing Benefits (e.g., Medical, Life Insurance, Cobra)**

Medical benefits will end last day worked. Life Insurance will no longer be available after last day worked. Information advising how to continue your medical benefits under COBRA and converting basic group life insurance to an individual plan, will be mailed to the address on file.

### **Medical and Dental Claims**

To contact Employer Health Plan (EHP) about please call 1-800-261-2393 [www.ehp.org](http://www.ehp.org)

To contact Delta dental please call 1-800-932-0783 [www.dental dentalins.com](http://www.dental dentalins.com)

To contact Superior Vision please call 1-800-507-3800 [www.superiorvision.com](http://www.superiorvision.com)

### **Pension and Retirement Benefits**

BSI does not have a pension plan.

### **After-Tax Savings Plans**

The after-tax savings plan is a fully invested plan. The contract is between you (the employee) and the Vendor (Lincoln, Prudential or Voya). Employees have the option of keeping the plan open and self-contribute, closing the plan or allow the plan to sit idle until employee reaches retirement age.

Please contact the financial institution directly for questions about your contract:

Voya = 888-875-4015

Lincoln Financial = 800-487-1485

Prudential Financial = 1-800-778-2255

### **Unemployment Benefits**

Unemployment benefits are determined by the state of Maryland. To apply for UI benefits or file Weekly Certifications by phone by calling a claims agent at **667-207-6520**. For agent hours, see the [Claimant Contact Information webpage](#). You may also file a Weekly Certification by calling the automated phone system, available 24/7. Contact **410-949-0022** (if calling from the Baltimore area or out-of-state) or **800-827-4839** (if calling from Maryland, but outside of the Baltimore area <https://beacon.labor.maryland.gov/>

### **Returning Company Property**

All company uniforms and equipment must be returned to the BSI's corporate office before June 30<sup>th</sup>. Failure to return items, may lead to deductions from final paycheck.

### **Impact on Pending Grievances or Disciplinary Actions**

All ongoing grievances or disciplinary actions will be resolved before June 30<sup>th</sup>.

### **Questions**

For all other questions employees may:

- contact the BSI Corporate office at 410-563-6919 until **September 1<sup>st</sup>**
- contact JHHS HR Shared Services Support Center at 443-997-5400 and press #1
- email [hrsc@jhmi.edu](mailto:hrsc@jhmi.edu)

### **Employment Verifications**

Broadway Services utilizes The Work Number for all verifications. The Work Number can be contacted at 1-800-367-5690 or online at [www.TheWorkNumber.com](http://www.TheWorkNumber.com) Broadway Services employee code is 14629.

For social services verification please call 1-800-660-3399

This service will be active until December 31, 2025.