

GROUP LIFE INSURANCE PLANS

Purpose and Scope

1. To outline administrative regulations governing district-sponsored group life insurance coverage available to eligible employees and their eligible dependents.
2. Life Insurance Plans
 - a. Basic life insurance plan
 - (1) Eligibility. Monthly salaried employees working half-time or more are eligible for coverage. Eligible employees are automatically enrolled for coverage. Coverage is effective on the first day of the month following the first day of paid service in a monthly salaried position of half time or more, provided the employee is actively at work when the employee becomes eligible for coverage. This basic life insurance plan is provided at district expense.
 - (2) Amount of coverage. The amount of coverage is equal to one times the eligible employee's annual salary in the employee's normal assignment year. The amount of coverage may change as a result of the collective bargaining process.
 - (3) Beneficiary order. Unless a beneficiary designation form is on file, benefits will be paid automatically in the following order:

Employee's legal spouse; otherwise,

Employee's children, in equal shares; otherwise,

Employee's parents, in equal shares; otherwise,

Employee's brothers and sisters, in equal shares; otherwise,

Employee's estate.
 - (4) Leave of absence. An employee covered by the basic life insurance plan may continue coverage during any approved unpaid leave of absence by paying the require contribution to the district within 31 days of the date such coverage normally would terminate because of termination of active service.

GROUP LIFE INSURANCE PLANS (continued)

- (5) Termination of coverage. Employee coverage terminates at the end of the month in which paid service in the eligible monthly salaried position ceases.
- b. Voluntary life insurance
- (1) A monthly employee working half-time or more may purchase additional voluntary decreasing term life insurance for him/herself, spouse, and/or eligible dependents on a self-pay basis through automatic payroll deduction on a tenthsly basis each month, September through June. Coverage is effective on the first day of the month following the first payroll deduction, provided the employee is actively at work and required application procedures have been followed.
 - (2) An eligible employee must purchase voluntary life insurance for him/herself in order to purchase voluntary life insurance for an eligible spouse and/or eligible dependents.
 - (3) Dependents
 - (a) An eligible employee's legal spouse who has not entered a final decree of divorce or annulment from the employee and is not on active duty as a member of the armed forces.
 - (b) An eligible employee's unmarried child (including any stepchild, legally adopted child, child of the employee's domestic partner, or child for whom the employee is named legal guardian by court order) has not attained his/her twenty-sixth birthday, 3) is not covered for benefits as an employee, and 4) is not on active duty as a member of the armed forces.
 - (c) An eligible employee's unmarried child (including any stepchild, legally adopted child, child of the employee's domestic partner, or child for whom the employee is named legal guardian by court order) who 1) is at least twenty-six years of age 2) is primarily dependent upon the employee for support and maintenance; and is incapable of self-sustaining employment because of mental or physical disability and has been approved by the medical carrier as totally disabled prior to age twenty-six.
 - (d) Dependents who are in active, full-time military service are not eligible for coverage.

GROUP LIFE INSURANCE PLANS (continued)

- (e) A person insured as an employee may not be covered as a spouse or dependent of another employee in the district.
- (4) Leave of absence. An employee covered by the voluntary employee life insurance plan may continue coverage during any approved unpaid leave of absence by paying the required contribution to the district for him/herself, covered spouse, and/or covered dependents, if applicable within 31 days of the date such coverage normally would terminate because of termination of active service.
- (5) Termination of coverage. Coverage terminates on the first of the following to occur:
 - (a) The end of the month in which paid service in the eligible monthly salaried position ceases.
 - (b) The last day of the month for which contributions have been received by the Employee Benefits Department.

3. Enrollment

- a. Eligible employees are automatically enrolled in the basic life plan and do not complete an enrollment application.
- b. To enroll in the voluntary life insurance plan, eligible employees must complete an application form and mail the completed application form and payroll deduction authorization card to the insurance company for approval. If application is made within 31 days of the date an employee first becomes eligible for coverage, a guaranteed minimum amount will be issued without evidence of good health. If application is not made within 31 days of eligibility, coverage is subject to the insurance company's approval.

4. Employee Benefits Department

- a. Provides forms and answers questions.
- b. Determines employee eligibility for coverage.
- c. Assists employees or surviving beneficiaries in filing claims.
- d. Works with insurance carriers to interpret policy provisions.

GROUP LIFE INSURANCE PLANS (continued)

- e. Computes premium paid by the district and by employee contribution and informs Office of the Controller.
 - f. Sends billings and collects premiums from retirees and employees on district-approved unpaid leaves of absence and transmits to the Office of the Controller.
5. Office of the Controller processes payments, verifies totals, and draws warrant to pay premiums due the insurance carrier.
6. Enrollment forms are available from the Employee Benefits Department. Plan documents and additional resources are available on the Employee Benefits Department web site.