

Section: Employee/Labor Relations

Section Number: 4.3.4

Subject: Fringe Benefits: Life Insurance Group Coverage

Date of Present Issue: 09-01-1997

Date of Previous Issues:
07/72, 06/79, 11/81, 03/87, 11/89, 09/91

OPERATING RULES:

A. Eligibility for Life Insurance

All regular full-time employees (working over 26 hours per week) not in the bargaining units are covered by a \$50,000 term life and \$50,000 accidental death and dismemberment insurance program.

B. Effective Date

Coverage commences on the first day of the month following completion of the applicable employment period:
Exempt Executive, Administrative and Professional Staff--thirty (30) days.
Non-exempt Employees--ninety (90) days.

C. Contributions

Premium costs are paid in full by the University for regular, full-time employees working over 26 hours per week.

D. Continuation During Absences

During the period of an approved paid leave of absence, the employee's life insurance will be continued by the University on the same payment basis as previously, for a period of up to twelve (12) months, while the employee is in employment status.

During the period of a temporary lay-off or vacation, the employee's group life insurance may be continued at the option of the University for a period of up to three (3) months.

Employees on unpaid leave of absence or unpaid medical leave may make cash payments to continue coverage for up to twelve (12) months, providing payment is made before the 15th of the month preceding the month to be covered.

Total Disability Provision (See current policy for details)

F. Termination

Life insurance coverage terminates upon termination of employment, retirement, or death.

G. Conversion Option

Following termination of employment for any reason, the employee or insured may obtain within thirty-one (31) days from the insurance company one of several available individual life insurance policies, except term insurance, at rates which then apply to the class of risk and attained age, without evidence of insurability. Application for the conversion option is available in the Human Resources Office.