

GROUP LIFE INSURANCE PLAN

1. The following staff members are eligible for district paid life insurance:
 - a. Any regular or contract faculty unit member (full or part-time).
 - b. Any regular full-time member of the classified units.
 - c. Any regular classified confidential or supervisory employee.
 - d. Any manager.
 - e. Part-time employees in groups b, c and d are entitled to life insurance with the District paying only its pro-rata share. Part-time employees must pay their share of the basic premium by payroll deduction.
2. An employee who does not secure coverage within the first thirty calendar days of eligibility may enroll later by completing a Statement of Insurability and undergoing a medical examination. Coverage is subject to the carrier's acceptance.

Employees who decline coverage will be asked to complete a Waiver of Group Insurance form.
3. Employees will be required to have their share of the premium (cost of dependent coverage or supplemental plan(s), or pro-rata share if a part-time employee) deducted in advance of the month covered. Employees scheduled to work a part of the year must have an advance deduction made in the last month worked for the months they will not be paid. (A ten month classified employee working September-June will have July, August and September supplemental premiums deducted from his/her June pay warrant. A part-time classified unit member working the same period will have both the supplemental and pro-rata share of the basic premium deducted for July, August and September coverage from his/her June pay warrant.)
4. Employees on additional illness leave with pay will be invoiced monthly for advance premiums for any optional supplemental, dependent and/or pro-rata share of group life insurance. Group life insurance coverage will be canceled for any employee thirty days in arrears in their life insurance premium (full-time employees will continue to be provided the basic District paid life insurance). It is the employee's responsibility to make arrangements in advance with the District Payroll Department for the monthly advance invoicing.
5. Employees may also elect to apply for optional supplemental, extended, additional supplemental or dependent life coverage. Monthly premium costs will be deducted in advance of the month covered.
6. Employees on leave without pay will be invoiced monthly for advance premiums for full basic and/or supplemental coverage. All group life insurance will be canceled for any employee thirty days in arrears in the life insurance premium. It is the employee's responsibility to make arrangements in advance with the District Payroll Department for the monthly advance invoicing.
7. Any employee taking a leave of absence without pay, who either does not continue his/her life insurance or whose life insurance is canceled during the leave period, is eligible to re-enroll in the plan within the first thirty calendar days of return to paid service.

Public Employees, Local 1, Article 20