

ROCKY MOUNTAIN COLLEGE
ADMINISTRATIVE POLICY

SECTION: Human Resources

NUMBER: A-001-04-0014

AREA: Benefits

DATE: 06/01/2018

SUBJECT: Voluntary Employee Life & AD&D Insurance REVIEWED: 12/14/2022
Voluntary Spouse Life & AD&D Insurance
Voluntary Child Life Insurance

I. PURPOSE

To provide additional voluntary employee life and accidental death and dismemberment (AD&D) insurance, voluntary spouse life & ADD&D insurance, and voluntary child life insurance coverage in the most cost effective manner.

II. POLICY

- A. Regular employees (see definition under "Employee Definitions") are eligible to enroll in the voluntary employee life and AD&D insurance plan, voluntary spouse life & AD&D insurance, and voluntary child life insurance on the first day of the month if employed on the first day of the month or the 1st day of the following month if employed on the 2nd of the month or after.
- B. All voluntary life insurance premiums are the responsibility of the employee and will be taken out on a monthly basis on payday for any election they have chosen.
- C. Regular employees are given a voluntary life insurance packet in orientation and can choose the dollar value for additional coverage they need.
- D. Enrollment for supplementary life and AD&D insurance must be made during the first 30 days of employment or open enrollment. If the employee declines coverage, waiver of the coverage is still needed for compliance purposes.
- E. Supplementary coverage for an enrolled employee and dependent(s) will end on the last day of the month following the employee's termination or resignation date.
- F. See packet for complete details on minimum and maximum amount, guarantee issue, etc.
- G. The summary plan document will prevail should any questions arise.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Office

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees