

ROCKY MOUNTAIN COLLEGE
ADMINISTRATIVE POLICY

SECTION: Human Resources

NUMBER: A-001-04-0015

AREA: Benefits

UPDATED: 02/24/2022

SUBJECT: Voluntary Short-term Disability Insurance

REVIEWED: 12/14/2022

I. PURPOSE

To provide the option of short-term disability 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 short-term disability 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. Any regular employee who becomes Disabled or Partially Disabled and remains so for 14 consecutive dates shall become entitled to the short-term disability benefits as described in the official short-term disability document.
- C. The benefit payable to any regular employee who becomes disabled shall be a weekly amount equal to 60% of weekly earnings. However the benefit shall not exceed \$1000.
- D. The benefit shall continue for 11 weeks or until the regular employee is no longer Disabled or Partially Disabled, whichever comes first.
- E. If a regular employee recovers from being Disabled or Partially Disabled after the first 29 consecutive days of such disability, benefits will be resumed immediately for the remainder of the period defined in E. above, if the regular employee becomes Disabled or Partially Disabled from the same Illness or Injury within 30 days of recovery.
- F. Benefits under this Plan shall terminate as of the date of regular employee accepts employment with another employer or the regular employee becomes eligible for long-term disability income benefits provided by the College (see Long-Term Disability).
- G. Regular employees wishing to make a claim for benefits must do so in writing using forms provided by the Human Resource Office.
- H. All claims must be received in Human Resources before benefits are to commence.

- I. Regular employees may be expected to provide additional documentation. If so, requested documents are due to the vendor before benefits are to commence.
- J. Regular employee will keep in touch periodically with Human Resources and will notify Human Resource of their official day back to work.
- K. If any questions arise the official plan document will prevail.

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