

Central Texas College District  
Human Resource Management Operating  
Policies and Procedures Manual

Policy No. 506: CTCD Group Term Life and AD&D

**I. PURPOSE**

To summarize the group insurance benefits provided by CTCD, which include Term Life and Accidental Death and Dismemberment (AD&D) insurance.

**II. SCOPE**

This policy applies to all employees who are active members of the Teacher Retirement System of Texas (TRS) or of the Optional Retirement Program (ORP) and who are enrolled in the Group Benefits Program (GBP) health insurance. This policy also applies to all retired employees who were full-time employees of record prior to September 1, 1993 and who retired or will retire under the provisions of TRS or ORP and who are eligible to participate in the GBP. The group policy is reviewed each year by the College Board of Trustees. Renewal is subject to approval by the College Board of Trustees and to the financial ability of the institution to pay the monthly premiums.

**III. POLICY**

CTCD provides group term life and AD&D insurance coverage at no cost to eligible employees who are enrolled in the basic GBP benefits (see Policy No. 505: Group Benefits Program). CTCD also provides Group Term Life insurance coverage to eligible retirees at no cost to the retirees.

**A. Group Term Life Insurance.**

Eligible employees are provided term life insurance at one (1) times annual salary, rounded up to the next higher multiple of \$1,000.00 if not already a multiple of \$1,000.00, with a maximum amount of \$150,000.00. Enrollment in the GBP health insurance is required. Employees who waive the GBP health insurance coverage are not eligible for this benefit.

**B. Accidental Death and Dismemberment (AD&D) Insurance.**

This coverage is provided to eligible employees in addition to the term life insurance at two (2) times annual salary, rounded up to the next higher multiple of \$1,000.00 if not already a multiple of \$1,000.00, with a maximum amount of \$200,000.00. Enrollment in the GBP health insurance is required. Employees who waive the GBP health insurance coverage are not eligible for this benefit.

**C. Retiree Group Term Life Insurance.**

CTCD provides to eligible retirees, at no cost to the retirees, Group Term Life insurance coverage at one (1) times annual salary at time of retirement, rounded up to the next higher multiple of \$1,000.00, if not already a multiple of \$1,000.00, with a maximum amount of \$100,000.00. Retirees are eligible for this benefit even if in waived status with GBP.

#### **IV. PROCEDURES**

- A. Eligible employees are automatically enrolled into the Group Term Life and AD&D insurance when they enroll in the GBP health insurance. The coverage begin date will coincide with the health insurance coverage begin date, which is the first day of the month following the completion of a 90-day waiting period.
- B. Employees who do not experience a break in GBP health insurance coverage on the date of full-time employment will have the waiting period waived.
- C. At retirement, eligible employees who were full-time August 31, 1993, who retire(d) under the provisions of TRS or ORP and who are eligible to participate in the GBP, even if in waived status, are automatically enrolled into the Group Term Life insurance.
- D. Retiring employees who have full-time employment date of September 1, 1993 or later are not entitled to this coverage.
- E. Terminated employees may convert their group insurance coverage to an individual life insurance policy within 31 days after termination. The maximum amount that can be converted is the amount of the insurance coverage (excluding AD&D) at the end of employment with CTCD. More information about this conversion privilege is available at the Employee Benefits office.