

SECTION: Human Resources

NUMBER: A-001-04-0013

AREA: Benefits

DATE: 11/1/2017

SUBJECT: Life Insurance & AD&D

REVIEWED: 12/14/2022

## I. PURPOSE

To provide life and accidental death and dismemberment (AD&D) insurance coverage in the most cost effective manner.

## II. POLICY

- A. Regular employees (see definition under "Employee Definitions") are automatically enrolled in the life and AD&D insurance plan on the first day of the month if employed on the first day of the month or the 1<sup>st</sup> day of the following month if employed on the 2<sup>nd</sup> of the month or after.
- B. All employees on benefits are automatically enrolled for \$50,000 of life & AD&D insurance. Premiums are paid by Rocky Mountain College.
- C. During enrollment employees are asked to indicate who their designated beneficiaries are within the online platform used for benefits.
- D. New hires must complete enrollment during the first thirty days of employment. Changes may be made periodically to employees' beneficiaries by updating within the online platform used for benefits.
- E. Retired employees or employees who resign their positions with the College will have life and AD&D insurance through their last day of work in which they retire or terminate employment. Conversion coverage is available to the employee (see Human Resource Office for an application).
- F. See Certificate of Group Life Insurance for complete details.

## 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