



UNITARIAN UNIVERSALIST ASSOCIATION
GROUP INSURANCE PLANS: LTD, LIFE/AD&D, DENTAL
2011 GUIDE TO GIP BENEFITS

Group Insurance Plans (GIP):

The UUA Office of Church Staff Finances' Group Insurance Plans (UU GIP) office offers affordable group Long-Term Disability (LTD) and group Life/Accidental Death & Dismemberment (Life/AD&D) insurance under a contract with Unum Insurance Company of America. Through a contract with MetLife we offer individual or family dental insurance.

Eligibility:

- Each of these three plans is available to employees who work at least 750 hours per year for UUA congregations and related organizations.
- Community ministers may also be eligible to enroll; please contact our office for information.

Timing:

- Employer/congregations offer enrollment to "new hires" as part of the on-boarding process before (or on) the employees' first day of work. *New employees' coverage begins the day after our office receives their properly completed enrollment forms.*
- Employees must enroll within the first 60 days from their date of hire to avoid having to submit evidence of insurability or, for the dental insurance, have waiting periods for certain services.

Important Notes:

- It is not required that employees enroll in all three of the GIP plans, nor is it required that the employer fund the premiums.
- Because the LTD and the Life/AD&D insurance plans' coverage and monthly cost are both based upon employee income, the employer/congregation is responsible for promptly notifying UU GIP of employees' salary changes (salary + housing allowance for ordained clergy).
- Employees should read the insurance benefit highlights and certificates of coverage before enrolling.

Enrollment:

- To obtain GIP enrollment forms and for more information point your browser to our website: <http://www.uua.org/groupinsurance>.
- To protect employees' private information, mail or fax enrollment forms to UUA GIP. Never email completed enrollment forms.

Billing:

- One combined monthly invoice is sent to the employer/congregation for all of their enrolled employees' benefits purchased via the UUA Office of Church Staff Finances insurance plans including the UUA Health Plan. For health plan details: <http://www.uua.org/healthplan>

Termination:

- To avoid overpayment to insurance carriers the employer/congregation is responsible for promptly notifying our office of each employee termination.
- Employees have 31 days from termination to apply to port their Life/AD&D coverage.
- COBRA dental coverage continuation election/refusal materials will be sent to employees once our office has been notified of their end of service.
- The LTD insurance may sometimes be carried during a gap in employment (such as during a gap of 60 days or less during a ministerial transition). Contact UU GIP to learn about requirements.

Long-term Disability Insurance (LTD) (see employee eligibility requirement, above)

- This insurance is meant to replace a portion of a stream of income which is lost by being unable to work for longer than 90 days due to disease/injury.
- Most employer/congregations self-fund the first 90 days of long-term disability.
- This plan's elimination period is 90 days.
- Benefits in the LTD plan provide for 66.67% of the pre-disability monthly earnings (salary + housing in the case of ordained clergy) of the insured employee.
- If an employee is disabled and receiving LTD monthly payments under this plan, they may qualify to receive a monthly Healthcare Protect benefit of \$600/month, for up to 30 months *in addition to* the LTD monthly benefit.
- When the long-term disability premiums are funded by after-tax earnings, any LTD benefits received are exempt from federal income tax.
- Congregations typically manage the post-tax LTD premium payment through the employee's paycheck so that a clear record is available when an LTD claim is made.
- A Work/Life Balance Employee Assistance Program and a Worldwide Emergency Travel Assistance Service Program are also made available to participants in the LTD insurance at no additional charge.
- See the plan certificate booklet for more information and details regarding this plan.

Cost of Coverage: Annually, the long-term disability coverage costs 1% of the amount insured; divide that amount by 12 to obtain the monthly premium.

LTD Calculation Examples:

- The annual LTD premium for a minister with a combined salary + housing of \$57,000 will be \$570. Divide that annual cost by 12 to obtain the monthly premium. The monthly premium is \$47.50 in this example.
- The annual premium for a staff member with earnings of \$28,000 will be \$280. Divide by 12 months = \$23.33 per month.

Regarding termination of employment: Employees enrolled with LTD insurance may sometimes continue their coverage during a brief gap in eligible employment (such as during a ministerial transition of 60 days or fewer between employers). *This option requires timely election. Contact UU GIP on or before the termination date to learn about the requirements related to this option.*

Group Life/AD&D Insurance (see employee eligibility requirement, above)

- This plan provides financial protection for your beneficiary(ies) by paying a benefit in the event of your death.
- The amount of this group life insurance is 2 x annual earnings* (salary + housing for ordained clergy), *up to a maximum of \$200,000.*
- *In order to adjust for actuarial risk, the amount paid in the event of death at age 65 is 65% of the original amount. At age 70 the benefit payable is 50% of the original amount. Monthly premiums are calculated accordingly.
- This policy includes an AD&D (accidental death and dismemberment) benefit in certain cases; see the plan certificate or benefit highlights for more information.
- A participant should name a beneficiary on the initial enrollment form. To update/change the beneficiary designation, contact this office for the appropriate form approved by Unum. The new beneficiary designation will be effective as of the date you sign that form. Keep a copy for your files and mail the original to UU GIP.
- At the time of their own enrollment, an employee may also elect life insurance coverage for their dependents as follows:
 - A flat \$5,000 policy may be selected for the spouse/partner of the enrolled employee for \$4.00/month.

- A flat \$2,000 policy (\$1,000 for children under 6 months of age) may be selected for the children of the enrolled employee for \$2.00/month.
- To enroll the spouse/partner & all dependent family members at coverage amounts noted just above, the premium is \$5.00/month.
- This life insurance stays in force during long term disability. An employee with a payable LTD claim may also qualify for waiver of life insurance premiums.
- See the plan certificate booklet for more information and details.

Cost of Coverage: Regardless of gender, a flat rate of 32 cents per month per thousand dollars of coverage is charged for the enrolled employee. If dependent life insurance has also been elected, add the appropriate amount (\$2.00, \$4.00, or \$5.00) each month to obtain the total monthly premium.

Life/AD&D Calculation Examples:

- A minister (under age 65) with a combined salary + housing of \$57,000 per year, who elects coverage for themselves alone, receives \$114,000 in life insurance protection for a monthly premium of \$36.48 (114 x .32).
- An employee (under age 65) whose annual wages are \$57,000.00 per year who has elected coverage for themselves *plus a spouse/partner* will be charged \$36.48/mo. (114 x .32) *plus \$4.00/mo.* = \$40.48/month
- An employee (under age 65) whose annual wages are \$28,000 who elects coverage for themselves alone, will have \$56,000 of protection for a premium of \$17.92 per month (56 x .32).
- An employee age 65 through age 69 whose annual wages are \$60,000 per year who elects coverage for themselves alone, receives \$78,000 in life insurance protection for a monthly premium of \$24.96.
- An employee age 70 or older whose annual wages are \$45,000 per year who elects coverage for themselves alone, receives \$45,000 in life insurance protection for a monthly premium of \$14.40.

Regarding termination of employment: Employees enrolled with life insurance who are leaving eligible employment may apply to port (or convert) their coverage. *This option requires the employee to apply to Unum within 31 days of the termination date. For more information regarding this option, contact our office on or before the termination date.*

Dental Insurance (see employee eligibility requirement, above)

- The MetLife dental policy provides Preventive Services every six months at no charge (complete checkup with X-rays and cleaning with no deductible).
- The plan then pays 80 percent of Basic Services and 50 percent of Major Services after a \$25 deductible, to a maximum of \$1,500 per person per year.
- MetLife has participating (“in-network”) dentists who have agreed to reduce their fees. Participants may use a non-participating dentist, if they so choose.
- If patients use a non-participating dentist, the benefits paid are based on a percentage of the usual, customary, and reasonable rates for that area.
- To locate a participating dentist in your area, look at www.metlife.com/dental or www.metlife.com/mybenefits and enter “UUA Congregations”, or call 800/474-7371.
- See the plan certificate booklet for more information and details.

Cost of Coverage: The monthly dental premium is \$46.50 for an individual employee or \$112.75 for families of any size, including domestic partners.

Regarding termination of employment: After our office has been notified of the termination of employment, employees who had our dental insurance will be sent COBRA Dental continuation election materials.