



## **GROUP INSURANCE PLAN GUIDE - DENTAL, LIFE/AD&D, LTD** REV 11/16

The UUA Office of Church Staff Finances offers affordable group Long-Term Disability (LTD) and group term Life/Accidental Death & Dismemberment (Life/AD&D) and Dental insurance under a contract with The Guardian Life Insurance Company of America. These fully insured plans are known collectively as Group Insurance Plans or GIP.

### **General Notes:**

#### **Eligibility:**

- Each of these three plans is available to employees (those who receive a W-2 form from the employing congregation) who work at least 750 hours per year for UUA member congregations and related organizations.
- Community ministers may also be eligible to enroll; please contact our office for information.
- Ministerial Interns are not eligible for the Group Insurance Plans.

#### **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.*
- There is no waiting period allowed for coverage. Enrollment must be completed within 60 days of date of hire or increase in hours to an eligible status.
- Employees *must* enroll within the first 60 days from their date of hire to avoid having to submit evidence of insurability for Life or LTD insurance or, for the Dental insurance, having to wait until the next Open Enrollment opportunity.

#### **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, never email completed enrollment forms without first emailing [insurance\\_plans@uua.org](mailto:insurance_plans@uua.org) to request a link to our secure email. If you are using mail or fax (617-948-6487), enrollment forms go to UUA GIP, NOT to the insurer.

#### **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.

#### **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 (take with them) their Life/AD&D coverage. *This option requires the employee to apply to Guardian within 31 days of the termination date. For more information regarding this option, contact our office on or before the termination date.*

- COBRA Dental coverage continuation election/refusal materials will be sent to employees once our office has been notified of the employee's termination.
- The LTD insurance may sometimes be carried during a gap in employment. Eligibility for coverage will be continued for those employees who leave to take new assignments or ministers who are transitioning between churches, provided they return to employment within 6 months from the date of leave. Continuation will be subject to payment of premium. Contact UU GIP to learn about requirements.

**Other Important Notes:**

- Employees are not required to enroll in all three of the GIP plans. Employers are not required to fund the premiums.
- Because the LTD and the Life/AD&D insurance plans' coverage and monthly cost are both based on employee income, the employer/congregation is responsible for promptly notifying UU GIP of employees' salary changes (salary + housing allowance for ordained clergy).
- Employees are advised to read the insurance benefit highlights and certificates of coverage prior to enrollment.
- There is no administrative exception for missing the 60 day enrollment window. After the first 60 days of employment, applicants are considered Late Entrants. Enrollment will only be granted after an application and Medical Underwriting form are submitted to and approved by Guardian Life.

**Long-term Disability Insurance (LTD)**

- This insurance is meant to replace a portion of a stream of income which is lost by being unable to work due to disease/injury.
- This plan's elimination or "waiting period" is 90 days.
- Most employer/congregations self-fund the first 90 days of long-term disability leave.
- Benefits in the LTD plan provide for 66.7% of the pre-disability monthly earnings (salary + housing in the case of ordained clergy) of the insured employee. The maximum monthly payment is \$6000.
- When the long-term disability premiums are funded by the employee's 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.
- See the plan certificate booklet for more information and details regarding this plan.

**Cost of Coverage:**

Annually, the long-term disability coverage costs 1.2% 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 \$684. Divide that annual cost by 12 to obtain the monthly premium. The monthly premium is \$57.00 in this example.
- The annual premium for a staff member with earnings of \$28,000 will be \$336. Divide by 12 months = \$28.00 per month.

## Group Term Life/AD&D Insurance

- This plan provides financial protection for your beneficiary(ies) by paying a benefit in the event of your death.
- The amount of this group term life insurance is 2 x annual earnings\* (salary + housing for ordained clergy), *up to a maximum of \$200,000*.
- \*The amount paid in the event of death at age 65-69 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 booklet or benefit summary for more information.
- A participant names a beneficiary on the initial enrollment form. To update/change the beneficiary designation, contact the GIP office for the appropriate form.
- At the time of their own enrollment, an employee may also elect coverage for their eligible dependents as follows:
  - A flat \$10,000 policy may be selected for the spouse/partner of the enrolled employee for \$4.00/month.
  - A flat \$5,000 policy (\$1000 for children under 6 months of age) may be selected for the children of the enrolled employee for \$2.00/month. Coverage stops at age 22, or 25 if the child is a full time student.
  - To enroll the spouse/partner & all dependent family members the premium is \$5.00/month.
  - Once enrolled, if additional dependent child/ren are acquired, an enrollment form must be submitted within 30 days of date of birth/adoption in order to include the new child in coverage.
- See the plan certificate booklet for more information and details.

### Cost of Coverage:

A flat rate of 34 cents per month per thousand dollars of coverage is charged for the enrolled employee. If dependent coverage 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 group term life insurance protection for a monthly premium of \$38.76 ( $114 \times .34$ ).
- 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 \$38.76/mo. ( $114 \times .34$ ) *plus \$4.00/mo.* = \$42.76/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 \$19.04 per month ( $56 \times .34$ ).
- 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 group term life insurance protection for a monthly premium of \$26.52.
- An employee age 70 or older whose annual wages are \$45,000 per year who elects coverage for themselves alone, receives \$45,000 in group term life insurance protection for a monthly premium of \$15.30.

## **Dental Insurance**

- The Guardian Dental policy provides Preventive Services every six months with no deductible and no out-of pocket charge when you select an in-network (participating) dentist.
- The plan then pays 80 percent of Basic Services (90% in-network) and 50 percent of Major Services (60% in-network) after a \$50 per person, \$150 per family deductible, to a maximum of \$1,750 per person per year.
- Guardian has in-network (participating) 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 and generally result in higher out of pocket costs for the insured participant.
- A portion of the unspent amount of the \$1750 annual maximum remaining at the end of the year will be rolled over to the following year. If in-network providers are used exclusively, a larger portion of the remaining maximum will be carried forward.
- To locate a participating dentist in your area, go to [www.guardiananytime.com](http://www.guardiananytime.com) and click on the "find a Provider" link in the top left corner. Click on "find a dentist" and enter your home address and choose PPO in "Select a Plan".
- See the plan certificate booklet for more information and details.

**Cost of Coverage:** The monthly dental premium is \$56.00 for an individual employee, \$112.00 for employee plus one, or \$137.00 for families of any size. Like all our insurance products, same gender/domestic partners are eligible for coverage.