



Group Life, Long Term Disability (LTD) and Accidental Death and Dismemberment (AD&D)

Last Updated: August 2, 2017

Last Reviewed: September 4, 2020

Department/Division: Human Resources

Purpose

An employer paid Group Life Insurance, Long Term Disability (LTD), and Accidental Death and Dismemberment (AD&D) benefits are provided to all full-time employees.

Policy

Upon date of hire, all full-time employees will receive Group Life, LTD and AD&D benefits.

Procedure

- Upon completion of new hire paperwork, Human Resources will process the benefits with the respective insurance carrier for the allotted benefit, which is based on the employee's position and annual earnings amount.
- In the case of a full-time position change within the college, once Human Resources has received the Change of Status form from the supervisor, the change in benefit will be processed with the respective insurance carrier.