



Policy Title: Group Life and Dependent Life Insurance

Policy Number: BU-PP 411

Date Issued: Updated April 30, 2009

Responsible Executive: Vice President & Chief Human Resources Officer

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Responsible Office: Human Resources

Group Life and Dependent Life Insurance BU-PP 411

Policy Statement

Baylor University (the "University") provides group life and dependent life insurance to its eligible faculty and staff at no cost.

Reason for the Policy

To educate Eligible Employees on the group and dependent life insurance Baylor provides them.

Individuals/Entities Affected by this Policy

Benefit eligible faculty and staff and benefits eligible temporary employees and their eligible dependent(s)

Exclusions

Non-benefit eligible faculty, staff, and temporary employees.

Related Documents and Forms

University Policies and Documents

[Benefit Eligibility Classifications](#)

[Retirement Benefits](#)

Forms and Tools

Online information is available at the [University's Human Resources website](#).

Definitions

These definitions apply to terms as they are used in this policy.

| | |
|-----------------------------------|--|
| Eligible Employee | Faculty, Staff, and benefit eligible temporary employees |
| Short-Term Temporary Staff | Staff positions that are temporary and/or intermittent/seasonal in nature and do not qualify for group insurance benefits |
| Participant | Eligible Employee who has enrolled in a group insurance plan |
| Eligible Dependent | <ul style="list-style-type: none">• An employee's spouse:<ul style="list-style-type: none">○ A spouse is defined as your spouse of opposite sex to whom you are lawfully married. See BU-PP 031.• A dependent child who is under the age of 26 and is:<ul style="list-style-type: none">○ Your natural child; or○ Your legally adopted child for whom the employee is a party in a suit in which the adoption of the child is sought; or○ Your step child; or○ Your foster child; or○ A child of your child who is your dependent for federal tax purposes at the time application of coverage of the child is made; or○ A child for whom an employee has received a court order requiring the employee to have financial responsibility for providing health insurance; or○ A child whose primary residence is your household; and to whom you are legal guardian or related by blood or marriage; and who is dependent upon you for more than one-half of their support.○ A child of any age who is medically certified as disabled prior to their 26th birthday and who is dependent on the parent for support and maintenance. The disability must begin while the child is covered under the insurance plan and before the child attains the limiting age. |
| Grandfathered Retiree I | Those faculty/staff members who separate from service with 20 or more years of service as of May 31, 2007. |

Contacts

| Subject | Contact | Telephone | Office email/web site |
|------------------|-----------------|--------------|--|
| Policy Questions | Human Resources | 254-710-2000 | askHR@baylor.edu www.baylor.edu/hr |

Principles

Employee Insurance Coverage Amounts

| Twelve-month rate of basic earnings | Insurance coverage |
|-------------------------------------|--------------------|
| Less than \$5,000 | \$10,000 |
| \$5,000 but less than \$8,000 | \$16,000 |
| \$8,000 but less than \$12,000 | \$20,000 |
| \$12,000 but less than \$15,000 | \$24,000 |
| \$15,000 but less than \$18,000 | \$30,000 |
| \$18,000 but less than \$20,000 | \$36,000 |
| \$20,000 but less than \$22,000 | \$40,000 |
| \$22,000 but less than \$25,000 | \$44,000 |
| \$25,000 and over | \$50,000 |

Eligibility

All Eligible Employees and their eligible dependent(s) are enrolled upon employment.

Eligible Dependent Coverage

The benefit amount for spouse and child(ren) per definition above equals \$2,000.

Grandfathered Retiree I Coverage Amounts

Group life insurance coverage for a Grandfathered Retiree I automatically reduces at retirement as follows:

| | |
|--|--|
| 20 through 29 years of full-time service | 40% of coverage |
| 30 or more years of full-time service | 50% of coverage not to exceed \$20,000 |

Only a Grandfathered Retiree I will continue to have a life insurance coverage benefit upon official retirement. Upon an employee's official retirement, dependent life insurance coverage will be cancelled, and for those with less than 20 years of

service, as of May 31, 2007, (and thus are not a Grandfathered Retiree I) life insurance coverage will be cancelled.

Separation from Service

All group and dependent life insurance will be cancelled upon separation from employment except as defined above for a Grandfathered Retiree I.