

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	LIFE INSURANCE	03-0909	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-3.45 Benefits Programs	July 31, 2019		

Purpose

The purpose of this procedure is to outline general information on Group Life Insurance for employees, retirees, spouse/domestic partner and dependent children.

Procedure

- A. All new full-time employees are eligible for group coverage on the first day of the month following employment.
- B. The College provides one (1) times annual base salary in life insurance as approved by the District Board of Trustees.
- C. The employee may choose additional supplemental life insurance at one (1), two (2) or three (3) times annual base salary. The combined basic and supplemental life insurance cannot exceed the combined maximum amount defined in the Certificate of Insurance policy.
- D. Effective January 1, 2019, individuals retiring from the College may continue their basic life insurance with \$5,000 coverage.
- E. Upon the first day of the month following the employee's 70th birthday, the employee's basic and supplemental amounts shall be reduced by 50%. Upon retirement, supplemental coverage will cease.
- F. Employees who do not enroll for their supplemental coverage and/or their dependent's coverage within thirty (30) days after becoming eligible may only enroll for their coverage and/or their dependent's coverage during an annual open enrollment period designated by the College, or within thirty (30) days of the date the employee has a change in family status. Employee supplemental insurance and spouse insurance will be subject to the Evidence of Insurability requirements provision after the guarantee period has lapsed. Employees may discontinue their supplemental coverages anytime by notifying the Benefits Office in writing.
- G. Employees resigning from Florida State College at Jacksonville have a thirty (30) day period to convert coverage to an individual policy, with premiums paid by the employee.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 2, 1987

Revision Date: March 26, 2002, June 9, 2015, October 17, 2016, July 31, 2019