



# CU Life and Disability – Classified Staff

## Frequently Asked Questions

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This guide answers some of the most frequently asked questions for Classified Staff and their Life and Disability Insurance plans. More resources are available at [www.cu.edu/benefits](http://www.cu.edu/benefits), or you can contact a benefits professional by email at [benefits@cu.edu](mailto:benefits@cu.edu), or by phone at 303-860-4200, option 3 during regular business hours.

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## Life Insurance

### Q. What is a beneficiary?

- A. Beneficiaries are the individual(s) or organization that you name on your life insurance policies that will receive the benefit in the event of your death. Beneficiaries can be legal dependents, but do not have to be. At the time of enrollment, you will be asked to designate your beneficiary(ies).

### Q. How do I add or change a beneficiary?

- A. If you are enrolled in Employee Basic Life, Employee Optional Life and/or Employee Voluntary AD&D you can add or change beneficiaries at any time in the employee portal by following these steps:

1. LOGIN into your **Employee Portal** [my.cu.edu](http://my.cu.edu)
2. SELECT **CU Resources** (skip this step if CU Resources is your homepage)
3. CLICK on the **Benefits and Wellness** tile
4. CLICK on the **Benefits Summary** tile
5. On the summary, CLICK on the **plan(s)** you want to edit beneficiaries (Employee Basic Life, Employee Optional Life and/or Employee Voluntary AD&D)
6. CLICK **Edit**
  - a. Add beneficiaries
  - b. Change percentages of current beneficiaries (the total percentage between beneficiaries must be a total of 100 percent)
  - c. Remove a beneficiary (change the percentage to 0 percent)
7. CLICK **Save**
8. Changes will be effective immediately

### Q. What Basic Life insurance plan is provided for Classified Staff?

- A. Classified Staff members receive a \$50,000 Basic Term Life policy that includes an accidental death and dismemberment (AD&D) benefit. [Learn more](#)

### Q. Who is eligible for Optional Life insurance with AD&D?

- A. CU offers all benefits-eligible employees and their dependents the opportunity to purchase an Optional Term Life insurance plan, which includes accidental death and dismemberment (AD&D).

### Q. What are the policy maximums for Optional Life insurance plans?

- A. The maximum amount of this policy is \$1 million for the employee, \$500,000 for a spouse, and flat amounts of \$5,000 or \$10,000 for eligible dependent children.

### Q. How do I enroll or adjust my policy beyond new hire enrollment?

- A. You can enroll and/or increase your Optional Life insurance amount, at any time with approval from The Standard Insurance Company. In addition, certain qualifying life changes may allow for an increase of up to \$10,000 without evidence of insurability. For full details please visit the Optional Life [website](#).

### Q. How are my premiums paid?

- A. The monthly premiums are deducted from your paycheck.

**Q. Will my insurance rate change?**

- A. Yes, rates are based on age. As you review the rate sheet, you can see the rates change every five years. Payroll will adjust the premiums accordingly.

**Q. What does “term life” mean?**

- A. Term life covers you for a term of one or more years, and it pays a death benefit only if you die in that term, meaning it does not have a cash value.

**Q. If I leave CU, can I continue with my policies?**

- A. Yes, although your policy under CU will be canceled, you may have the option to port or convert your Basic and Optional Life insurance policies. You will need to contact our carrier, The Standard.

**Q. If my dependents or I die, how is the benefit claimed?**

- A. A beneficiary should contact Employee Services and speak to a benefits professional who will assist you or your dependent filing a claim.

**Q. How do I get the Certificate of Insurance?**

- A. Our certificate can be found on our website, [www.cu.edu/benefits](http://www.cu.edu/benefits) under the Life tile.

**Q. What is a secondary or contingent beneficiary?**

- A. A secondary or contingent beneficiary is the second one in line to collect the benefit if the primary beneficiary is deceased.

**Q. If I stop smoking tobacco, can I change my premium to non-smoker rate?**

- A. Yes, you can change your premium during Open Enrollment, and you must be tobacco-free for the last 12 months.

## Short Term Disability

### Q. Do I have to enroll in Short Term Disability?

- A. Short Term Disability is provided to eligible Classified Staff. CU will automatically enroll you, and the benefit is effective the first day of your benefits eligibility. Premiums are paid by CU, and income benefit is taxable should you file a claim.

### Q. What is Open Enrollment?

- A. The period in which benefits-eligible employees may enroll, change or cancel any CU benefit plans. It is usually held during spring for three weeks with an effective date of July 1, which marks the first day of a new plan year.

### Q. How do I file a claim?

- A. After notifying your supervisor and/or your campus Human Resources, please call Employee Services and speak with a benefit professional to start the process.

### Q. Does Short Term Disability cover for pregnancy or do I have maternity leave benefits?

- A. Short Term Disability coverage is an insurance policy; paid by you, to receive a portion of your salary (60% of your pre-disability earnings) should you become unable to work due to an accident, injury or pregnancy (before and/or after childbirth). Paid parental leave is granted to employees who meet the requirements under the Administrative Policy Statement 5062 to provide care and bonding time for the birth, adoption or foster care placement of a child(ren). Your campus Human Resources is responsible for providing guidance and direction in implementing the provisions of paid parental leave and other related leave of absence policies.

## Long Term Disability

### Q. Do I have to enroll in Long Term Disability?

- A. As a Classified Staff member, your enrollment in Long Term Disability is optional, and you may apply at any time during the year. You will pay for premiums, and the income benefit is not taxable should you file a claim. Long Term Disability is subject to approval by The Standard Insurance Company.

### Q. How and when do I apply for Long Term Disability?

- A. You may apply at any time during the year. To apply, you must work at least 30 hours a week. Your application is subject to approval by The Standard Insurance Company.
1. Sign and send the [Medical History Statement \(PDF\)](#) to The Standard Insurance Company.
  2. Undergo a physical examination if required by The Standard Insurance Company.
  3. Provide any additional information required by The Standard.
  4. The Standard Insurance Company will notify you and CU if approved or denied.

### Q. How do I file a claim?

- A. After notifying your supervisor and/or your campus Human Resources, please call The Standard if you were receiving Short Term Disability benefits or contact Employee Services and speak to a benefits professional to start the process.