



## Employee Guide: Qualifying Life Change

### Employee changes from Classified Staff to University Staff or Faculty

The following guide outlines [permissible changes](#) to benefit elections and [how to make](#) them when an employee's job classification changes from Classified Staff to University Staff or Faculty.

### Permissible changes

When changing from Classified Staff to University Staff or Faculty position, an employee can make certain changes to their benefit elections. These changes must be made within **31 days** from the date of the job classification change and must be [consistent](#) with this life change. New elections will **be effective the first of the month** following the change in classification.

CU Health Plans medical, dental, vision	Optional Life Insurance	Voluntary AD&D	Health Care FSA Dependent Care FSA	Basic Life Insurance	Disability Short-Term	Disability Long-Term	Mandatory Retirement Plan
no changes	changes permissible	limited changes	no changes	automatic	<b>action required</b>	automatic	<b>action required</b>

Some benefits are not subject to QLC regulations, now is a good time to consider changes to [other benefits](#).

### Plan resources

[Rates](#)

[Benefits Website](#)

### CU Health Plans: medical, dental, vision

	Enroll?	Cancel?	Change plans?
<b>Employee Spouse/partner* Children</b>	<p>The employee's medical, dental and vision coverage will remain the same.</p> <p>If the employee/dependents currently do not have coverage with CU they cannot enroll. They must wait until the next Open Enrollment period.</p>	The employee cannot cancel plans until the next Open Enrollment period.	The employee cannot switch plans until the next Open Enrollment period.

\*Employee will be subject to [imputed income](#) (taxable income) for the amount CU contributes towards health premiums for partners and partner's children if they do not qualify as tax dependents. If they are tax dependents, the employee must submit a [Tax Certification of Dependency](#).

## Optional Life Insurance

	Enroll?	Cancel or decrease?
Employee	The employee can elect or increase up to 1 million dollars, at any time during the year. To <a href="#">apply</a> , employee must submit the Medical History Statement form, as evidence of insurability, to The Standard Insurance Company for approval.	Any policy can be decreased or canceled any time. Effective that month if the Benefits Enrollment/Change form is received by the tenth of the month, otherwise it is effective the first of the following month.
Spouse/partner	The employee can elect or increase up to \$500,000, for eligible spouse/partner, not to exceed employee's Optional Life insurance amount, at any time during the year. To <a href="#">apply</a> , the spouse/partner must submit the Medical History Statement form, as evidence of insurability, to The Standard Insurance Company for approval.	
Children	The employee cannot enroll or increase children. They must wait until the next Open Enrollment period.	
You can <a href="#">update your beneficiary(ies)</a> at any time.		

Effective date of policy is the date of approval by The Standard however, premiums are effective the first of the month following the approval date.

## Voluntary Accidental Death & Dismemberment (AD&D)

	Enroll?	Cancel or decrease?
<b>Employee Spouse/partner Children</b>	The employee and dependents cannot enroll or increase. They must wait until Open Enrollment.	Any policy can be decreased or canceled any time. Effective that month if the Benefits Enrollment/Change form is received by the tenth of the month, otherwise it is effective the first of the following month.
You can <a href="#">update your beneficiary(ies)</a> at any time.		

## Flexible Spending Accounts (FSA)

Health Care Flexible Spending Account HCFSAs	Dependent Care Flexible Spending Account DCFSAs
The employee cannot enroll or make any changes.	The employee cannot enroll or make any changes.

## Basic Life Insurance

	Enroll?	Cancel?	Change plans?
<b>Employee</b>	<b>No action required</b> The employee's current policy will increase from \$50,000 to \$57,000. The premium is paid by CU. Effective date is the first of the month following the classification change.	The employee cannot cancel this policy.	N/A

## Disability Insurance

Short Term Disability	Long Term Disability
<p><b>Action required</b> As a University Staff/Faculty, Short Term Disability coverage is <b>optional</b>, meaning the employee can <a href="#">enroll</a> and will pay the premiums. The employee has 31 days from the day of the classification change event to make this election. If no election is made, this coverage will be waived and the next opportunity to enroll will be the next Open Enrollment period and will be subject to a <a href="#">Late Enrollment Penalty</a>. Effective date is the first of the month following the change of job classification.</p> <p><b>Current policy:</b> The current Short Term Disability benefit for Classified Staff will be canceled on the last day of the month in which the classification change occurs.</p>	<p><b>No action required</b> After one year of employment in this new position, CU will automatically enroll the employee in Long Term Disability coverage. The premium is paid by CU. Effective date is the first of the month following the one year anniversary of the change of job classification.</p> <p><b>Current policy:</b> If the employee is currently enrolled in Long Term Disability as a Classified Staff, this policy will be canceled on the last day of the month in which the classification change occurs.</p>

## Mandatory Retirement Plan

### Action required if employee currently has the PERA Defined Benefit (DB) Plan:

If employee has a PERA Defined Benefit (DB) account, employee is eligible for the CU PERA Choice\*. This is a one-time irrevocable choice that allows the employee to continue with the PERA (DB) Plan or choose the University Retirement Plans (URP) which includes the CU 401(a) Mandatory Plan (subject to job code [eligibility](#)) and/or the CU 403(b) Voluntary Plan. Employee will receive a CU PERA Choice letter detailing how to elect a plan, and employee will have 30 days to make this election.

- If the employee chooses to remain in the PERA (DB) Plan, employee will remain in PERA throughout their CU career. This one-time irrevocable CU PERA Choice remains in effect, even if employee leaves the university and returns in another position.
- If the election is not made within 30 days, employee will be defaulted into the PERA (DB) Plan throughout their career with CU. This one-time irrevocable CU PERA Choice remains in effect, even if employee leaves the university and return in another position.

### If employee currently has the PERA Defined Contribution (DC) Plan:

If the employee has a PERA Defined Contribution (DC) Plan, CU will automatically enroll employee in the mandatory 401(a) Plan.

The PERA account will remain in PERA until the employee reaches retirement age or terminates employment with CU. Contact PERA at 800-759-7372 for detailed information on PERA accounts.

\*[Mandatory Retirement Placement Guide FUS](#). For information regarding the difference between the PERA DB and PERA DC Plan, please visit [www.copera.org](http://www.copera.org) or refer to the [PERAChoice Brochure](#).

## How to make changes

### How to ENROLL in Short Term Disability

1. **Submit** the Benefits Enrollment/Change form:  
[Benefits Enrollment/Change form Faculty, Officers, University Staff](#)
2. The deadline is **31 days** from the date of the job classification. If this Benefits Enrollment/Change form is not received within 31 days, employee must wait until the next Open Enrollment to elect this coverage.

### How to CANCEL Optional Life & Voluntary AD&D Insurance coverage

1. **Submit** the Benefits Enrollment/Change form:  
[Benefits Enrollment/Change form Faculty, Officers, University Staff](#)

### How to add, change or remove beneficiary(ies) from a life insurance policy

If you are enrolled in Employee Basic Life, Employee Optional Life and/or Employee Voluntary AD&D you must name one or more beneficiaries. 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. Beneficiaries can be updated anytime by following the steps below.

1. LOGIN into your [employee portal](#)
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 for (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) - Note: If you no longer wish to have this individual visible in your employee portal, submit the [Dependent/Beneficiary Removal form](#)
7. CLICK **Save** - changes will be effective immediately

### Payroll deductions

If canceling or removing dependent coverage and expecting a reduction in cost of monthly premiums, employee must submit all documentation by the tenth of the month in which the change would take effect. If documentation is received after the tenth of the month, premium adjustments will be reflected in the next payroll cycle.

## Submission instructions

Send forms and documents via secured fax or unsecured email, regular mail or in person:

Fax: 303.860.4299 (secured)

Email: [benefits@cu.edu](mailto:benefits@cu.edu) (unsecured)

Employee Services: 1800 Grant St. Suite 400, Denver, CO 80203

Employees can check their Benefits Summary in their [employee portal](#), to verify enrollment accuracy after forms are processed.

If you have further questions, contact a benefits professional at **303-860-4200, option 3**.

## Other Benefits to Consider (Not subject to QLC Requirements)

During the course of a Life Change, there are other benefit changes to consider that are not subject to Qualifying Life Changes. The following changes can be made at any time during the plan year:

### HSA – Health Savings Account

The employee can enroll, increase, decrease or cancel at any time during the year without a Qualifying Life Change. The employee must be enrolled on the CU Health Plan – High Deductible in order to open and contribute to the HSA offered by CU. Contributions cannot be made to both the HCFSA and the HSA at the same time. Please see the [HSA Fact Sheet](#) for more detailed information.

- Effective date via Form: Effective that month if form is received by the tenth of the month, otherwise it will be the first of the following month.
- Effective date via Self-Service-Portal: Effective that month, if enrolled online before that month's payroll processing. Employee must call a [benefits professional](#) to activate online enrollment.

### Optional Life Insurance

The employee can enroll in or increase, at any time, in Optional Life Insurance:

1. **Complete and sign** the evidence of insurability (EOI)\*  
[Medical History Statement Faculty and University Staff](#)  
[Medical History Statement Classified Staff](#)
2. **Submit Form**  
 The Standard Insurance Company  
 Medical Underwriting  
 900 SW Fifth Avenue  
 Portland, OR 97204
3. **Approval**
  - a. The Standard will notify the applicant and the university when application is approved.
    - i. Effective date of the policy is the date of approval by The Standard.
    - ii. Premiums are effective the first day of the month following the approval date.
  - b. The university will notify the applicant when approval is received. At that time the applicant will designate beneficiaries and indicate tobacco usage via the provided form.

**Cancellations:** The employee can decrease or revoke personal and dependent Optional Life Insurance any time during the plan year by submitting the appropriate Benefits Enrollment/Change form:

[Benefits Enrollment/Change form Faculty, Officers, University Staff](#)

[Benefits Enrollment/Change form Classified Staff](#)

\*EOI: By signing the [Medical History Statement](#), the applicant is authorizing the Standard Insurance Company to obtain information about the applicant's health, undergo a physical examination, if required, which may include blood testing, and provide any additional information about the applicant's insurability that The Standard may reasonably require.

## Voluntary Accidental Death & Dismemberment (AD&D)

Voluntary AD&D can only be added during Open Enrollment and certain Qualifying Life Changes. However, employees can cancel AD&D any time during the plan year by submitting the appropriate Benefits Enrollment/Change form:

[Benefits Enrollment/Change form Faculty, Officers, University Staff](#)

[Benefits Enrollment/Change form Classified Staff](#)

## Short Term Disability

### Faculty and University Staff:

Employees can cancel any time during the plan year by submitting the [Benefits Enrollment/Change form Faculty, Officers, University Staff](#). Effective date for cancellation is that month if the Benefits Enrollment/Change form is received by the tenth of the month, otherwise it will be the first of the following month. The employee can enroll only during Open Enrollment.

## Long Term Disability

**Faculty and University Staff:** N/A (Must continue enrollment since it is mandatory and paid by CU)

## Definitions

**Consistency Rule:** Under the Consistency Rule, the election change is on account of and corresponds with the Qualifying Life Change that affects eligibility for coverage under an employer's plan. Changes to benefit plans must be consistent with the Qualifying Life Change, and correspond with a gain or loss of eligibility for coverage.

**Evidence of Insurability (EOI):** This means an applicant must submit the [Medical History Statement Faculty/University Staff](#) or [Medical History Statement Classified Staff](#) to The Standard Insurance Company, authorizing to obtain information about the applicant's health, undergo a physical examination which may include blood testing or any other information about the applicant's insurability reasonably required. Effective date of policy is the date of approval by The Standard however, premiums are effective the first of the month following the approval date.

**Short Term Disability Late Enrollment Penalty (LEP):** Employees who do not apply during their new hire/newly eligible enrollment period, are subject to the LEP, which means if a claim is filed for anything other than an accidental injury during the first 12 months after coverage becomes effective, short-term disability benefits will be subject to a 60-day waiting period, rather than the regular 29-day waiting period.