



Qualifying Life Change

Employee Changes from University Staff or Faculty to Classified Staff

Employee changes from University Staff or Faculty to Classified Staff

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

Permissible Changes

When changing from a University Staff or Faculty position to Classified Staff, 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	automatic	action required	action may be required

Plan resources

[Rates \(PDF\)](#)

[Benefits Website](#)

CU Health Plans: medical, dental, vision

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

*Employee will be subject to [imputed income](#) (taxable income) for the amount CU contributes toward 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 \(PDF\)](#).

Optional Life Insurance

	Enroll?	Cancel or decrease?
Employee	The employee can elect or increase up to \$1 million at any time during the year. To apply , employee must submit the Medical History Statement Form as evidence of insurability to The Standard Insurance Company for approval.	Any policy may be decreased or canceled any time during the plan year. Effective that month if Benefits Enrollment/Change Form is received by the 10 th of the month, otherwise it will be the first of the following month.
Spouse/partner	The employee can elect or increase up to \$500,000 for an eligible spouse/partner, not to exceed employee's Optional Life Insurance amount, at any time during the year. To apply , 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 update your beneficiary(ies) at any time.		

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

Voluntary Accidental Death & Dismemberment (AD&D)

	Enroll?	Cancel or decrease?
Employee Spouse/partner Children	The employee and dependents cannot enroll or increase. They must wait until Open Enrollment.	Any policy may be decreased or canceled at any time during the plan year. Effective that month if Benefits Enrollment/Change Form is received by the 10 th of the month, otherwise it will be the first of the following month.
You can update your beneficiary(ies) at any time.		

Flexible Spending Accounts (FSA)

Health Care Flexible Spending Account (HCFSA)	Dependent Care Flexible Spending Account (DCFSA)
The employee cannot enroll or make any changes.	The employee cannot enroll or make any changes.

Basic Life Insurance

	Enroll?	Cancel?	Change plans?
Employee	No action required The employee's current policy will decrease from \$57,000 to \$50,000. 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

Short Term Disability	Long Term Disability
<p>No action required CU will automatically enroll the employee in Short Term Disability coverage. The premium is paid by CU. Effective date is the first of the month following the change of job classification.</p> <p>Current policy: If the employee has a current Short Term Disability coverage as University Staff/Faculty, this policy will be cancelled on the last day of the month in which the classification change occurs.</p>	<p>Action required The employee can enroll at any time during the year. As Classified Staff, Long Term Disability coverage is optional, meaning the employee pays the premiums.*</p> <p>To <u>apply</u>, employee must submit the Medical History Statement Form (PDF), as evidence of insurability, to The Standard Insurance Company for approval. Effective date is on the first of the month following the Standard's approval date.</p> <p>Current policy: If the employee is currently enrolled in Long Term Disability as University Staff/Faculty, this policy will be cancelled on the last day of the month in which the classification change occurs.</p>

*Premiums are based on employee's age, salary and vesting status with PERA. Classified Employee can request change of premiums when they become vested with PERA (five years of PERA service). Employee must submit Benefits Enrollment/Change and proof of vesting status (if status was gained outside CU's employment). Effective that month if form is received by the tenth of the month, otherwise it will be the first of the following month.

Mandatory Retirement

Action may be required

All Classified Staff must participate in one of the two PERA Mandatory Plans: The PERA Defined Benefit (DB) or the PERA Defined Contribution (DC).

If the employee has a current 401(a) Mandatory Retirement account, this account will remain with TIAA. Both employee and CU contributions will stop at the end of the month when the classification change occurs. The employee will continue to access and manage their account through www.tiaa.org/CU.

Placement in a PERA Plan:

- If the employee does not have a PERA Defined Benefit (DB) Plan or PERA Defined Contribution (DC) Plan, or if the employee has one but has not contributed to it in more than 12 months, the employee will receive the CU PERA Classified Options* letter for [PERAChoice](#).
 - Employee will have 60 days to elect the PERA DB Plan or the PERA DC Plan.
 - If employee does not make the election within 60 days, employee will default into the PERA DB Plan.
- If employee has a PERA DB Plan and has contributed in the past 12 months, employee will automatically be placed in the PERA DB Plan.
- If employee has a PERA DC Plan and has contributed in the past 12 months, employee will automatically be placed in the PERA DC Plan.

*CU PERA Classified Options is referred to as [PERAChoice](#) by PERA. For information regarding the difference between the PERA DB and PERA DC Plan, please visit www.copera.org or refer to the [PERAChoice Brochure](#).

Public Employee Retirement Association

303-832-9550

1-800-759-7372

www.copera.org

How to Make Changes

How to enroll in Long Term Disability

The employee can ENROLL at any time:

1. **Complete and sign** the [Medical History Statement for Classified Staff \(PDF\)](#) as evidence of insurability (EOI)*
2. **Submit form to The Standard Insurance Company**
 The Standard Insurance Company
 Medical Underwriting
 900 SW Fifth Avenue
 Portland, OR 97204
3. **Wait for approval**
 - a. The Standard will notify the applicant and the university when application is approved.
 - i. Effective date of the policy is the first of the month following approval by The Standard.
 - ii. Premiums are effective the first day of the month following the approval date.
 - b. The university will enroll employee and effective date is the first of the month following The Standard's approval date.

How to cancel your Life & Voluntary AD&D Insurance coverage

1. **Submit** the Benefits Enrollment/Change Form:
[Benefits Enrollment/Change Form for Classified Staff \(PDF\)](#)

Submission instructions

Submission instructions for all documentation are found on the Benefits Enrollment/Change Form. You can check the Benefits Summary in your [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**.

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: Employee Basic Life, Employee Optional Life and/or Employee Voluntary AD&D.
6. CLICK **Edit** to complete one of the following actions:
 - a. Add beneficiaries
 - b. Change percentages of current beneficiaries
 - i. The total percentage between beneficiaries must be a total of 100 percent
 - c. Remove a beneficiary
 - i. Change the percentage to 0 percent
 - ii. Note: If you no longer wish to have this individual visible in your employee portal, submit the [Dependent/Beneficiary Removal Form \(PDF\)](#)
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 10th of the month in which the change would take effect. If documentation is received after the 10th of the month, premium adjustments will be reflected in the next payroll cycle.

Questions?

Contact a benefits professional via email at benefits@cu.edu or call during business hours at 303-860-4200 option 3.

Other Benefits to Consider

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

HSA – Health Savings Account

You must be enrolled in the CU Health Plan – High Deductible to open and contribute to the HSA offered by CU. You can enroll, increase, decrease or stop your elected contributions at any time during the year without a [Qualifying Life Change](#). Please see the [HSA Fact Sheet \(PDF\)](#) for more detailed information.

- Effective date via Form: Effective that month if form is received by the 10th 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. You must call a [benefits professional](#) to activate online enrollment.

Optional Life Insurance

You can enroll in the Optional Life benefit or increase your current elected amount at any time during the plan year:

1. **Complete and sign** the Medical History Statement*
[Medical History Statement Faculty and University Staff \(PDF\)](#)
[Medical History Statement Classified Staff \(PDF\)](#)
2. **Submit** form to The Standard Life Insurance Company
 The Standard Life Insurance Company
 900 SW Fifth Avenue
 Portland, OR 97204
3. **Wait for Approval**
 - a. The Standard Life Insurance Company will notify the applicant and the university when application is approved.
 - iii. Effective date of the policy is the first day of the month following the approval date from The Standard Life Insurance Company.
 - iv. 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: You can decrease or cancel 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 \(PDF\)](#)
[Benefits Enrollment/Change Form Classified Staff \(PDF\)](#)

*By signing the [Medical History Statement](#), the applicant is authorizing The Standard Life 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 Life Insurance Company 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, you can decrease or 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 \(PDF\)](#)
[Benefits Enrollment/Change Form Classified Staff \(PDF\)](#)

Short Term Disability

Faculty and University Staff: You can only enroll during Open Enrollment. However, you can cancel any time during the plan year by submitting the [Benefits Enrollment/Change Form Faculty, Officers, University Staff \(PDF\)](#). Effective date for cancellation is that month if the Benefits Enrollment/Change Form is received by the 10th of the month, otherwise it will be the first of the following month.

Classified Staff: Enrollment is mandatory as it is paid by CU.

Long Term Disability

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

Classified Staff:

- You can enroll at any time during the year with a [Medical History Statement Classified Staff \(PDF\)](#) approved by The Standard Life Insurance Company. Effective date is the first of the month following approval of The Standard Life Insurance Company.
- Premiums are based on employee's age, salary and vesting status with PERA.
- Employee can request change of premiums at any time during the year or when they become vested with PERA (five years of PERA service). You must submit Benefits Enrollment/Change and proof of vesting status (if status was gained outside CU's employment). Effective that month if form is received by the 10th of the month, otherwise it will be the first of the following month.
- You can change to vested status anytime during the plan year.
- You can cancel any time during the plan year. Effective date for cancellation is that month if the [Benefits Enrollment/Change Form Classified Staff \(PDF\)](#) is received by the 10th of the month, otherwise it will be the first of the following month.

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.