Employee Guide: Qualifying Life Change

Employee changes from University Staff or Faculty to Classified Staff

The following guide outlines permissible changes to benefit elections how to make them when an employee’s job classification changes from University Staff or Faculty to Classified Staff.

Permissible changes

When changing from 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.

<table>
<thead>
<tr>
<th>CU Health Plans: medical, dental, vision</th>
<th>Optional Life Insurance</th>
<th>Voluntary AD&amp;D</th>
<th>Health Care FSA</th>
<th>Basic Life Insurance</th>
<th>Disability Short-Term</th>
<th>Disability Long-Term</th>
<th>Mandatory Retirement Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>no changes</td>
<td>changes permissible</td>
<td>limited changes</td>
<td>no changes</td>
<td>automatic</td>
<td>automatic</td>
<td>action required</td>
<td>action may be required</td>
</tr>
</tbody>
</table>

Plan resources

<table>
<thead>
<tr>
<th>Rates</th>
<th>Benefits Website</th>
</tr>
</thead>
</table>

CU Health Plans: medical, dental, vision

<table>
<thead>
<tr>
<th>Enroll?</th>
<th>Cancel?</th>
<th>Change plans?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Spouse/partner* Children</td>
<td>The employee cannot cancel plans until the next Open Enrollment period.</td>
<td>The employee cannot switch plans until the next Open Enrollment period.</td>
</tr>
<tr>
<td>Employee Spouse/partner* Children</td>
<td>The employee cannot cancel plans until the next Open Enrollment period.</td>
<td>The employee cannot switch plans until the next Open Enrollment period.</td>
</tr>
</tbody>
</table>

*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.
## Optional Life Insurance

<table>
<thead>
<tr>
<th>Enroll?</th>
<th>Cancel or decrease?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee</strong></td>
<td>The employee can elect or increase up to 1 million dollars, 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.</td>
</tr>
<tr>
<td><strong>Spouse/partner</strong></td>
<td>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 apply, spouse/partner must submit the Medical History Statement form, as evidence of insurability, to The Standard Insurance Company for approval.</td>
</tr>
<tr>
<td><strong>Children</strong></td>
<td>The employee cannot enroll or increase children. They must wait until the next Open Enrollment period.</td>
</tr>
</tbody>
</table>

You can update your beneficiary(ies) 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)

<table>
<thead>
<tr>
<th>Enroll?</th>
<th>Cancel or decrease?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee</strong></td>
<td>The employee and dependents cannot enroll or increase. They must wait until Open Enrollment.</td>
</tr>
<tr>
<td><strong>Spouse/partner</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Children</strong></td>
<td></td>
</tr>
</tbody>
</table>

You can update your beneficiary(ies) at any time.

## Flexible Spending Accounts (FSA)

<table>
<thead>
<tr>
<th>Health Care Flexible Spending Account HCFSA</th>
<th>Dependent Care Flexible Spending Account DCFSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>The employee cannot enroll or make any changes.</td>
<td>The employee cannot enroll or make any changes.</td>
</tr>
</tbody>
</table>

## Basic Life Insurance

<table>
<thead>
<tr>
<th>Enroll?</th>
<th>Cancel?</th>
<th>Change plans?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee</strong></td>
<td>No action required</td>
<td>The employee cannot cancel this policy.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
Benefits
Employee Guide

Disability

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

*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 employee does not have a PERA Defined (DB) Plan or PERA Defined Contribution (DC) Plan, or if employee has one but has not contributed to it in more than 12 months, employee will receive the CU PERA Classified Options* letter for PERAChoice.
  - Employee will have 60 days to make the election of 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 made a contribution in the past 12 months, employee will automatically be placed in the PERA DB Plan.
- If employee has a PERA DC Plan and has made a contribution 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
Benefits Employee Guide

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](#) as evidence of insurability (EOI)*
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 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](#)

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 (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.
      - Effective date of the policy is the date of approval by The Standard.
      - 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 Classified Staff, 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

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

Long Term Disability

Classified Staff:

- The employee can enroll at any time during the year with a Medical History Statement Classified Staff approved by The Standard Insurance Company. Effective date is the first of the month following approval of The Standard 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). 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.
- The employee can change to vested status anytime during the plan year.
- The employee can cancel any time during the plan year. Effective date for cancellation is that month if the Benefits Enrollment/Change form Classified Staff is received by the tenth 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.

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.