

## Life Insurance

### Basic Life Insurance

BCPS provides \$15,000 of basic term life insurance coverage, at no cost, to all permanent full and part-time employees. Prudential is the insurer of the program.

### Optional Life Insurance

All permanent full and part-time employees may request optional life insurance to supplement the basic life insurance coverage. Additional coverage can be purchased in increments of your annual salary, with a minimum of 1 times your salary and maximum of 10 times your annual salary, not to exceed \$1,000,000.

**Note:** The multiple of your salary that you select for optional coverage will automatically result in an increase in insurance coverage whenever your salary increases. Similarly, the premium that you pay will be adjusted automatically as a result of changes to your salary or age.

### Requesting Optional Life Insurance

Employees may increase, decrease, or cancel the amount of life insurance by completing an enrollment application. Requested increases are subject to approval by Prudential. Optional coverage of \$35,000 or less, or the minimum annual salary increment above \$35,000, may only be cancelled during open enrollment since this coverage is purchased pre-tax. Amounts over \$35,000 may be cancelled at anytime.

**Note:** Change amounts must be a multiple of salary.

### Requesting Optional Life Insurance as a New Hire

Employees electing optional life insurance coverage within 60 days of employment, may obtain coverage up to 3.0 times their annual base salary without providing proof of insurability. Simply select the multiple of salary that you wish to purchase on your BCPS enrollment application.

### Optional Life Insurance for Your Spouse & Children

You may purchase coverage for your spouse in \$25,000 increments not to exceed the total amount of employee coverage. Eligible children may be insured for \$10,000. Optional life insurance for a spouse or child(ren) may be

requested or cancelled at any time. The beneficiary for this coverage is always the employee.

If you and your spouse are both employees of BCPS, you may not insure each other and only one of you may provide coverage for your children. See the Prudential enrollment packet for more information.

### Requesting Additional Optional Life Insurance Due to a Change In Status

Employees may request a change in the amount of life insurance by completing an enrollment application within 30 days of the event. Requested increases are subject to approval by Prudential.

### Cancelling or Reducing Optional Life Insurance

The first \$35,000, or the lowest multiple that does not go below \$35,000, of optional life insurance is paid on a pre-tax basis. Therefore, it may only be cancelled or reduced during

Examples:			
Base Salary	Multiple of Salary Elected	Total Amount of Optional Life Insurance	Amount (or Multiple) that may be cancelled outside "Open Enrollment"
\$16,000	3x	\$48,000	May not be changed
\$65,000	3x	\$195,000	May reduce to 1x salary (\$65,000)

open enrollment. Amounts over \$35,000, or the lowest multiple that does not go below \$35,000, may be cancelled at any time.

### Features of the Plan

- Waiver of Life Insurance Premium Disability Benefit:** Prudential will waive each Life Insurance premium that becomes due for you under the Group Policy while you are totally disabled under certain conditions listed. When a premium is waived, the amount of Life Insurance equals the amount that would have been provided if you had not become totally disabled. That amount will reduce according to the Schedule of Benefits in effect on the date total disability begins. When a premium is waived it includes Life Insurance, Accelerated Death Benefit,

Call the BCPS Office of Employee Benefits and Retirement at 410-887-8943 or email [benefits@bcps.org](mailto:benefits@bcps.org).

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and Waiver of Premium. It does not include any other benefits as elected under this certificate which were effective at the time of disability.

■ **Travel Assistance Services:** As part of the Basic Life insurance, Prudential offers a Travel Assistance Benefit to all permanent full- and part-time employees. This program, offered through the AXA Travel Assistance Program, is a travel assistance service provided to insureds and their dependents while traveling internationally or domestically over 100 miles from home. The program provides medical, travel, legal and financial assistance, 24 hours a day, 365 days a year, including the following services:

- General travel information about visa, passport, inoculation requirements and local customs
- Legal referrals
- Assistance with pet friendly hotel accommodations, boarding facilities and travel home for pets
- Lost document and luggage assistance
- Emergency cash/bail assistance
- 24-hour pre-departure information (weather, currency, holidays)
- Urgent message transmission
- Political evacuation

The Repatriation Benefit is described below, but is only included for employees with optional PAI coverage (Personal Accident Insurance):

**Return of Remains (Repatriation) Benefit** – If loss of life occurs outside a 100 mile radius from your home, the plan pays the lesser of the cost to return your remains or \$5,000. Return of remains expenses include embalming, cremation, coffin, and transportation of remains.

- **Accelerated Death Benefit:** If you become terminally ill with less than 12 months to live, you may apply to receive up to 80% of your life insurance benefit to a maximum of \$600,000. There are no restrictions on how this money can be spent, and no fees will be charged.
- **Portability:** If you terminate your employment, you may be able to “port” your provided coverage. You must complete an application to port your coverage within 31 days of the date that your coverage ends through BCPS.
- **Conversion:** If you are ineligible for the portability provision, then you have the option to convert your term life insurance policy to an individual whole-life level premium plan without having to provide evidence of insurability. You must complete a conversion application within 31 days of the date that your coverage ends through BCPS.

### How Do I Change My Beneficiary Election?

You may designate or update your life insurance beneficiary information quickly and easily at <https://giselfservice.prudential.com>. If you have any questions about Prudential’s Web site, your user profile or need additional assistance, contact Prudential’s Customer Service at 800-778-3827, Monday-Friday, 8:00am-8:00pm EST.

Your basic life insurance benefit plus your optional benefit (if elected) will be paid to the beneficiary(ies) named. You may select a person(s), your estate, or an organization, such as a charity, as your beneficiary(ies). You must designate a primary beneficiary and have the option of designating contingent beneficiaries. A *primary beneficiary* is the person(s) who will receive a benefit upon your death. If you name more than one primary beneficiary, then the benefit will be split equally among the surviving beneficiaries. A *contingent beneficiary* is the

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person(s) who will receive a benefit in the event that all of the designated primary beneficiaries die before you.

It is very important that you update your beneficiary designations as your life situation changes (e.g., marriage, divorce, death, birth of a child, etc.) to ensure that your life insurance proceeds are paid to the appropriate person(s). ***A change in your life insurance beneficiary election does not change your pension beneficiary designation; they are separate elections and must be updated separately.***

Requested increases are subject to medical underwriting approval. Prudential will contact you directly if medical underwriting is required. Your payroll deduction and level of coverage will not change until your request is approved by Prudential.

Optional Life Calculation Worksheet	Your Calculation	Example (30 years old)	Bi-Weekly Insurance Rates	
<b>Step 1:</b> Enter your annual basic salary (not including bonus or overtime).		\$21,209	Benefit deductions will be taken from 20 pays between September and June.	
<b>Step 2:</b> Enter the new multiple of salary requested.		2.00	<b>Age</b>	<b>Rate*</b>
<b>Step 3:</b> Multiply the result of Step 1 & 2.		\$42,418	Under 25	0.03
<b>Step 4:</b> Round the result in Step 3 up or down to the nearest \$1,000. This is your requested amount of optional insurance.		\$42,000	25-29	0.04
<b>Step 5:</b> Divide by 1,000.		42	30-34	0.04
<b>Step 6:</b> Look on the table to the right for the rate for your age. Enter the rate.		\$.04	35-39	0.05
<b>Step 7:</b> Multiply the result of Step 4 by the result in Step 6. This is your bi-weekly deduction.		\$1.68	40-44	0.06
			45-49	0.13
			50-54	0.15
			55-59	0.29
			60-64	0.31
			65-69	0.54
			70-74	0.54
			75+	0.54
			*Rate changes on birth dates and is the rate per thousand dollars of coverage. The same rate table is used for your spouse/partner	
			<b>Child Coverage</b>	
			\$10,000	\$1.20 bi-weekly