

Insurance Enrollment – beyond the initial eligibility period:

Long term disability (LTD)

*Patti Angelina, Insurance Plans Manager
UUA / OCSF
24 Farnsworth Street
Boston, MA 02210*

Dear Ms. Angelina,

The Board of Trustees of Cedar Lane Unitarian Universalist Church met on July 25, 2017 and recognized that their employee(s), named below, were not offered timely opportunity to enroll during their eligibility period, as required by the LTD plan. Specifically, when initially offered the LTD plan, these employees were told they would have to pay the full premium and on that basis declined coverage. Subsequently, the Church has decided to pay the premiums for the LTD plan for all eligible employees (i.e., employees scheduled to work 15 or more hours a week or 750 or more hours a year).

Therefore, we have now provided this/these employee(s) with benefit coverage details and enrollment forms. We have informed the employee(s) that they must elect or decline the LTD plan within 60 (sixty) days of being offered this opportunity to enroll.

The following employee(s) had not previously been offered timely opportunity to enroll for these group insurance benefits:

<i>First Name</i>	<i>Last Name</i>	<i>Job Title</i>	<i>Date Actually Eligible</i>	<i>Date LTD and Life/AD&D enrollment was offered</i>

Please find their enrollment form(s) attached/enclosed along with their response to the attached questionnaire on missed work days.

A copy of the employee(s)' election/decline, along with this letter, has been filed in the employees' permanent personnel file here at Cedar lane Unitarian Universalist Church.

To help ensure that no other employees encounter a similar enrollment timing problem, the board of directors/trustees of has changed its Personnel Policy Manual and information provided to new employees to support the proper on-boarding of employees and timely completion of administrative paperwork including insurance enrollment documents.

Sincerely,

*Gail Riley
President Elect
Board of Trustees
Cedar lane Unitarian Universalist Church*

Attachments/Enclosures