

**Request for Retroactive Long-Term Disability (LTD) and Life/Accidental Death and Dismemberment (Life/AD&D) Coverage for Two Employees**

Due to an administrative error two of Cedar Lane employees failed to be enrolled in LTD and Life / AD&D coverage at the time of their employment, through no fault of their own. To request their retroactive enrollment the Board would need to approve and send the "Appendix G1" letter to the Insurance Plans Manager at the UUA, Patti Angelina, along with the information provided by the employees.

Specifically, these two employees were not given the proper forms to enroll in these plans when they were hired. The person responsible for enrolling them (the former Accounting Manager) mistakenly thought completing the form for enrolling them in the Dental insurance program also enrolled them in the LTD and Life/AD&D programs. Neither he nor the two employees were aware of this error or that they were not enrolled until our new Accounting and Office Manager recently discovered the error.

The Accounting Manager, who was responsible for notifying these employees of the opportunity to enroll in the plans and enrolling them and failed to do so in accordance with our Church's Personnel Policy Manual, has been replaced, an action that we believe will help ensure that no other employees encounter a similar enrollment timing problem. The staff has also changed the on boarding checklist to clarify the different forms which need to be completed to allow enrollment in the different insurance programs including LTD and Life/AD&D.