



CEDAR LANE
WHERE **LOVE** WORKS

Insurance Enrollment – Beyond the Initial Eligibility Period:

Long term disability (LTD) and Life/Accidental death and dismemberment (Life/AD&D)

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 March 21, 2018 and recognized that their employee(s), named below, were not offered timely opportunity to enroll during their eligibility period, as required by the Long term disability (LTD) and Life/Accidental Death and Dismemberment (Life/AD&D) plans due to an administrative error and not through any fault of their own.

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 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 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>
<i>Catherine</i>	<i>Griffin</i>	<i>Assistant Minister</i>	<i>08/01/2017</i>	<i>02/26/2018</i>
<i>William</i>	<i>Spencer</i>	<i>Facilities Technician</i>	<i>02/27/2017</i>	<i>02/25/2018</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.

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 is also changing the on boarding checklist to clarify the different forms which need to be completed to enroll in the different insurance programs including LTD and Life/AD&D.

Sincerely,

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

Attachments/Enclosures