



Section Name: Employee Relations
Section Number: 400
Policy Number: 019
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Effective Date: May 17, 2010
Date of Revision:

Subject: Term Life and Accidental Death and Dismemberment Benefits

1. Purpose: The purpose of this policy is to designate the term life and accidental death and dismemberment benefits that will be made available for all regular full-time non-union employees, Appointed Officials and the Clerk/Treasurer of the City of Monroe.

2. Statement of Policy:

2.1 The City shall provide each regular, full-time Appointed Official and Clerk/Treasurer term life insurance and accidental death and dismemberment benefits in an equal amount of \$100,000. The City shall also provide each regular, full-time non-union employee term life insurance and accidental death and dismemberment benefits in an amount equal to the employee's base annual salary rounded up to the nearest \$1,000 to a maximum of \$50,000.

At age 70 the term life insurance and accidental death and dismemberment benefits as described above shall reduce to 50% of the original amount. Coverage will commence on the employee's 91st calendar day of continuous employment.

2.2 An employee's group term life and accidental death and dismemberment benefits plan shall terminate on the date the employee terminates or retires.

2.3 Coverage under the policy is subject to the terms, conditions, exclusions, limitations, deductibles, and other provisions of such plan.

2.4 The Employer, at its sole discretion, may modify or eliminate term life and accidental death and dismemberment benefits for the non-union employee, Appointed Official, or Clerk/Treasurer.

3. Definitions: None.

4. Application: This policy shall apply to all regular full-time non-union employees, Appointed Officials and Clerk/Treasurer of the City of Monroe, unless modified by an employment agreement and/or the written terms of appointment.
5. Responsibility: The Human Resources Director shall be responsible for implementing and overseeing the administration of this policy.
6. Administrative Procedure: None
7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe City Council, dated May 17, 2010.

Revised pursuant to action of the Monroe City Council,
dated_____.