

Section: BENEFITS
Subject: Long Term Disability Insurance and Short Term Disability Insurance
Procedure: HR 3610

I. Institutional Regulations

A. Long Term Disability Insurance – **Employer Paid**

1. An eligible employee may apply for Long Term Disability (LTD) insurance benefits if s/he experiences a lengthy illness or injury during which s/he is unable to perform his/her job duties and is under the regular care and attendance of a physician. An eligible employee is one who is:
 - a. A Regular employee;
 - b. Actively employed by the College; and
 - c. Working at least 30 hours per week for a minimum of 9 months during a calendar year, or if hired before 7/1/83, working at least 20 hours per week.

B. Short Term Disability Insurance – **Optional Employee Paid**

1. An eligible employee may apply for Short Term Disability (STD) insurance benefits if s/he becomes unable to work at his/her normal job due to illness or injury and is under the care of a physician. An eligible employee is one who is:
 - a. A Regular employee;
 - b. Actively employed by the College; and
 - c. Working at least 20 hours per week for a minimum of 9 months during a calendar year.

II. Procedures

A. Employees shall be responsible for contacting Human Resources to obtain the necessary forms when they wish to apply for Long Term Disability or Short Term Disability.

B. Long Term Disability (LTD)

1. The LTD benefit shall be 70% of an employee's basic monthly earnings up to a maximum of \$10,000 per month.
2. An employee must serve a 90 consecutive calendar day qualifying period before s/he shall be eligible for LTD benefits.
3. An employee who is applying for LTD benefits shall be retained on the payroll in a pay or nonpay status until completion of the qualifying period or denial of benefits by the carrier.
 - a. If LTD benefits are denied and the employee does not return to work when all applicable leave is exhausted, employment with the College shall be terminated.
 - b. If LTD benefits are approved, the employee shall exhaust all paid leave and:
 - 1) Submit a letter of resignation to his/her immediate supervisor; or
 - 2) Submit a request for a Leave Without Pay (see HR 3765)
 - c. If the employee resigns, the immediate supervisor shall initiate a Personnel Action Notice form (P-12) and submit it, along with the employee's letter of resignation. The materials shall be submitted through the appropriate Vice President or other direct report to the President, and, if involving an employee with a continuing contract, to the President.

4. LTD Benefits

- a. The employee's first LTD benefit check shall be received by the College, verified for accuracy, and forwarded to the employee. Subsequent monthly payments shall be sent directly to the employee by the insurance carrier.
- b. If an employee stays on the payroll and integrates remaining accrued leave, the College shall supplement the disability payment so that the total amount received shall be equivalent to the employee's salary at the time of disability. Once an employee is approved for LTD, they will no longer accrue leave.
- c. If an employee is receiving Workers Compensation or Social Security benefits, the LTD benefit shall be reduced so that the employee's total benefit amount does not exceed 70% of his/her monthly earnings.
- d. The duration of LTD benefits shall be according to the Maximum Duration of Benefits schedule set forth in the terms and conditions of the College's contract with the LTD insurance carrier. The duration of LTD benefits is reduced as of age 65.
- e. If an employee is approved for LTD, s/he may request a waiver of the basic life insurance premium. The request must be made within the first year of the disability. If approved by the carrier, life insurance shall continue to age 70 or until the employee is no longer disabled, whichever occurs first.

C. Short Term Disability (STD)

- 1. The STD benefit shall be 66 2/3% of an employee's weekly salary up to a maximum of \$500 dollars. The benefit period is a maximum of 12 weeks per illness or injury.
- 2. The payment period for a disability due to an illness shall begin on the 8th calendar day of continuous disability. The payment period for a disability due to an injury shall begin on the 1st day.
- 3. An employee is not required to exhaust all applicable paid leave before applying for or receiving the Short Term Disability benefit.

APPROVED:



Executive Director, Human Resources

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