

Group Life Insurance

For Government of the District of Columbia Employees - Active Employees
Answers To Your Questions About Coverage From Standard Insurance Company





About This Booklet

This booklet is designed to answer some common questions about the group Life insurance coverage being offered by your employer to eligible employees. It is not intended to provide a detailed description of the coverage.

If you become insured, you will receive a group insurance certificate containing a detailed description of the insurance coverage including the definitions, exclusions, limitations, reductions and terminating events. The controlling provisions will be in the group policy issued by Standard Insurance Company. Neither the certificate nor the information presented in this booklet modifies the group policy or the insurance coverage in any way. If you have additional questions, please contact your human resources representative.

Features of the group Life coverage may vary by state.

Group Life Insurance

It's not easy to think about, but what if you suddenly died? Your family could be faced with house payments, unpaid bills, childcare and other expenses just to maintain their current lifestyle. Could your family live without your income? Would your family be able to cover the medical expenses associated with a terminal illness or with burial and funeral expenses?

You make a great investment in your family. You spend time with them. You care for them. You work for them. And if you're not there for them, you want them protected. To help protect your loved ones in the event of your death, your employer provides you with the opportunity to apply for contributory Life insurance from The Standard.

The advantages to you and your loved ones include:

- **Choice.** You decide how much coverage you need from the range of amounts available.
- **Flexibility.** If your needs change, you can request to change the amount of coverage. Increases in coverage require evidence of insurability.
- **Convenience.** With premiums deducted directly from your paycheck, you don't have to worry about mailing monthly payments.
- **Peace of Mind.** You can take comfort and satisfaction in knowing that you have done something positive for your family's future.

Commonly Asked Questions

The following information provides details to give you a better understanding of group contributory Life insurance available from The Standard.

Am I eligible for this coverage?

To be eligible for this plan:

- You must be an active employee of Government of the District of Columbia who was hired on or after October 1, 1987, excluding temporary and seasonal employees, and full-time members of the armed forces. There are other classes of employees who are excluded from this coverage. See your human resource representative for a complete list.
- For Dependents Life insurance, your spouse or children must not be full-time members of the armed forces of any country.





When does my insurance go into effect?

The effective date of your coverage depends on when you become an eligible member, when you apply and whether you are required to provide evidence of insurability.

- If you are not required to provide evidence of insurability, and you apply and agree to pay premiums, your contributory Life coverage becomes effective on the date determined by your Servicing Personnel Office (SPO).
- If you are required to provide evidence of insurability, and you apply and agree to pay premiums, your contributory Life coverage becomes effective on the latest of: the date The Standard approves your evidence of insurability, the date you complete a DC SF 1275 enrollment form, and the date you receive a certified copy from your Servicing Personnel Office (SPO).

In every case, you must meet the active work requirement before your insurance becomes effective.

What is the active work requirement?

Active work means performing with reasonable continuity, the material duties of your own occupation at your employer's usual place of business. You must be capable of active work on the day before the scheduled effective date of an elective increase in your insurance or your insurance will not become effective as scheduled. If you are not actively at work on the day before the scheduled effective date of insurance including Dependents Life insurance, your insurance will not become effective until the day after you complete one full day of active work as an eligible employee.

How much coverage may I get for myself?

Basic Life Insurance

You may elect Plan 1 (Basic) Life insurance equal to 1 times your Annual Earnings rounded to the next higher \$1,000 if not already a multiple thereof, plus \$2,000. The minimum amount is \$10,000. There are restrictions on when you are able to apply. Please see your human resources representative for complete details.

Optional Life Insurance

Eligible employees enrolled in the Basic Life insurance (Plan 1) may also apply for either or both of the following Optional Life (Plan 2) insurance options. There are restrictions on when and which plans you may apply for. Please see your human resources representative for complete details.

Option A: \$10,000

Option B: You may apply for your choice of one of the following: 1, 2, 3, 4, or 5 times your Annual Earnings. The amount of insurance elected under Option B is determined by multiplying your Annual Earnings, rounded to the next higher multiple of \$1,000 if not already a multiple, by the option you elect.



If you die before age 45, an Extra Benefit may also be payable. The Extra Benefit equals a percentage of your Plan 1 Life insurance benefit, as shown below.

| Plan 1 Life Insurance | |
|-----------------------|------------|
| Age | Percentage |
| 35 or under | 100% |
| 36 | 90% |
| 37 | 80% |
| 38 | 70% |
| 39 | 60% |
| 40 | 50% |
| 41 | 40% |
| 42 | 30% |
| 43 | 20% |
| 44 | 10% |
| 45 or over | 0% |

All late applications and requests for coverage increases are subject to medical underwriting approval.



Is Accidental Death and Dismemberment (AD&D) coverage also included?

This plan also includes AD&D insurance from The Standard. With contributory AD&D insurance, you or your beneficiaries may be eligible to receive an additional amount in the event of death or dismemberment as a result of an accident.

The amount of Plan 1 AD&D insurance benefit for loss of life is equal to the amount payable for Plan 1 Life insurance coverage on the date of the accident. If you are insured for Option A or option B of Plan 2 Life insurance, the amount of Plan 2 AD&D insurance benefit for loss of life is equal to the amount payable for Plan 2 Life insurance coverage on the date of the accident.

The amount of Plan 1 AD&D insurance benefit for other covered losses is a percentage of the amount payable for Plan 1 Life insurance coverage on the date of the accident, as shown below. No Plan 2 AD&D insurance is payable for losses other than loss of life.

| Loss | Percentage Payable |
|---|--------------------|
| One hand or one foot | 50% |
| Sight in one eye | 50% |
| Two or more losses listed above | 100% |

The loss must occur due to an accident and independently of all other causes, within 365 days after the accident. Loss of life must be evidenced by a certified copy of the death certificate. All other losses must be certified by a physician in the appropriate specialty as determined by us.

How much coverage may I get for my spouse and children?

This plan also includes Dependents Life insurance from The Standard. Under Plan 2 Life Insurance Option C you may elect one of the following Dependents Life insurance options for your spouse and eligible children.

| Dependents Life Insurance Options |
|--|
| \$10,000 of coverage for your spouse, \$10,000 per child |
| \$25,000 of coverage for your spouse, \$10,000 per child |
| \$50,000 of coverage for your spouse, \$10,000 per child |

The amount of Dependents Life insurance may not exceed 50 percent of your combined Plan 1 (Basic) and Plan 2 (Optional) Life insurance.

Late applications and requests for coverage increases may require medical underwriting approval.



Who are my eligible dependents?

A spouse is a person to whom the employee is legally married or a person in a committed relationship sharing a residence with an employee who has been granted domestic partnership certification.

An eligible child is your unmarried child from live birth through age 21 (through age 24 if a registered student in full time attendance at an accredited educational institution) or your unmarried child who meets either of the following requirements:

- a. The child is insured under the group policy and, on and after the date on which insurance would otherwise end because of the Child's age, is continuously disabled.
- b. The child was insured under the prior plan on the day before the effective date of your employer's coverage under the group policy and was disabled on that day, and is continuously disabled thereafter.

Your eligible child also includes the child of your Spouse (if living in your home), your adopted child; your stepchild, foster child or your grandchild, if claimed as a dependent on your Federal Income Tax form.

See the Certificate for further information regarding the definition of child.

How much coverage do I need?

It can be difficult to determine the amount of insurance you need. Each family has its own unique set of circumstances, combined with needs that may arise with the unexpected loss of life. Use the worksheet below in calculating the amount of life insurance coverage you may need. The final total is the amount of contributory Life insurance you might want to consider applying for to meet your obligations. Once you determine how much coverage you need, complete the Enrollment Form within your enrollment packet and submit it to your human resources department.

| Life Insurance Worksheet | You | Your Spouse |
|--|----------|-------------|
| Immediate Needs | | |
| Medical and hospital expenses | \$ _____ | \$ _____ |
| Funeral/Burial expenses | _____ | _____ |
| Loans/Debts requiring payment upon death | _____ | _____ |
| Taxes | | |
| Federal and state income taxes | \$ _____ | \$ _____ |
| Property taxes | _____ | _____ |
| Federal and state estate taxes | _____ | _____ |
| Long Term Needs | | |
| Mortgage | \$ _____ | \$ _____ |
| Debts (credit cards, car and student loans, etc.) | _____ | _____ |
| Educational/Vocational fund | _____ | _____ |
| Childcare expenses | _____ | _____ |
| Emergency fund for unforeseen expenses | _____ | _____ |
| Income Replacement | | |
| Consider the income needed to support your family and the number of years they will need that support. | \$ _____ | \$ _____ |
| Total Income Needs | | |
| Add together all of the above. | \$ _____ | \$ _____ |
| Available Resources | | |
| Existing life insurance coverage | \$ _____ | \$ _____ |
| Other assets such as 401(k), stocks, bonds, etc. | _____ | _____ |
| Total Life Insurance Needed | | |
| Subtract the amount of your available resources from your total income needs. | \$ _____ | \$ _____ |

How much will the Life coverage cost me?

Use the following rates to determine the bi-weekly premium for your contributory Life and AD&D coverage:

If you elect Basic Life insurance, your bi-weekly premium rate is \$0.065 per \$1,000 of Life and AD&D insurance.

To calculate your bi-weekly premium:

$$\begin{array}{r} \$ \underline{\hspace{2cm}} \div \$1,000 = \underline{\hspace{2cm}} \times \$ \underline{0.065} = \$ \underline{\hspace{2cm}} \\ \text{Amount of contributory} \qquad \qquad \qquad \text{Premium rate} \qquad \qquad \qquad \text{Your Basic Life} \\ \text{Life elected for self} \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad \text{bi-weekly cost} \end{array}$$

If you elect Life and AD&D insurance Option A, your bi-weekly* premium rate per \$10,000 of coverage for this plan is indicated in the table below:

| Employee's age and salary as of last January 1 | Rate per \$10,000 of total coverage |
|--|-------------------------------------|
| Under age 35 | \$0.350 |
| Age 35 to 39 | \$0.420 |
| Age 40 to 44 | \$0.570 |
| Age 45 to 49 | \$0.920 |
| Age 50 to 54 | \$1.490 |
| Age 55 to 59 | \$3.000 |
| Age 60 or over | \$4.520 |

If you elect Life and AD&D insurance Option B, your bi-weekly* premium rate for this plan is indicated in the table below:

| Employee's age and salary as of last January 1 | Rate per \$1,000 of total coverage |
|--|------------------------------------|
| Under age 35 | \$0.034 |
| Age 35 to 39 | \$0.042 |
| Age 40 to 44 | \$0.058 |
| Age 45 to 49 | \$0.095 |
| Age 50 to 54 | \$0.156 |
| Age 55 to 59 | \$0.317 |
| Age 60 or over | \$0.480 |

* Some departments within Government of the District of Columbia pay on a monthly basis. Please check with your human resources representative for the monthly rates.

To calculate your bi-weekly* premium:

$$\begin{array}{r} \$ \underline{\hspace{2cm}} \div \$1,000 = \underline{\hspace{2cm}} \times \$ \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}} \\ \text{Amount of contributory} \qquad \qquad \qquad \text{Option B premium rate} \qquad \qquad \qquad \text{Your Option B} \\ \text{Life elected for self} \qquad \qquad \qquad \text{from above chart} \qquad \qquad \qquad \text{bi-weekly* cost} \end{array}$$



If you elect Dependents Life insurance for your spouse and children under Option C, your bi-weekly* premium rate for this plan is indicated in the table below:

| Spouse and Child | Employee's age as of last January 1 | | |
|------------------|-------------------------------------|---------------------------------|---------------------------------|
| | \$10,000 Option Spouse & Child | \$25,000 Spouse, \$10,000 Child | \$50,000 Spouse, \$10,000 Child |
| Under age 45 | \$0.77 | \$1.50 | \$2.69 |
| Age 45 to 54 | \$1.46 | \$3.22 | \$6.14 |
| Age 55 or over | \$3.53 | \$8.39 | \$16.46 |

Option C provides Spouse Life coverage in the amounts of \$10,000, \$25,000 or \$50,000. Child Life coverage is available in the amount of \$10,000.

* Some departments within Government of the District of Columbia pay on a monthly basis. Please check with your human resources representative for the monthly rates.

Will I have to provide information regarding my medical history?

In some instances, you will have to provide evidence of insurability to purchase coverage or an increase in coverage.

If you apply for Plan 1 or Options A or B under Plan 2 more than 31 days after becoming eligible to apply satisfactory evidence of insurability is required. However you must wait one year from the date of your previous Plan 1 waiver before you are eligible to provide satisfactory evidence of insurability for Plan 1. If you are enrolled in Plan 1 then you must apply for Plan 2 during an Annual Enrollment Period following 1 year from the date of your initial eligibility. You will need to complete and submit a Medical History Statement. In some cases, we may request additional medical information or a physical exam.

Evidence of insurability is also required for reinstatement of terminated coverage and for members eligible but not insured under prior life insurance plans.

How do I apply for Life insurance coverage?

To apply for contributory Life insurance, complete the Enrollment Form in your enrollment packet, place it in a confidential envelope and submit it to your human resources department. Please see your human resources representative for more information about when you can apply. If you apply more than 31 days after becoming eligible, satisfactory evidence of insurability is required. Coverage subject to evidence of insurability is not effective until approved by The Standard and you complete a DC SF 1275 enrollment form and receive a certified copy from your Servicing Personnel Office.

How are benefits paid?

For amounts of less than \$10,000, The Standard issues a check to each designated beneficiary. The Standard pays amounts of \$10,000 or more to each designated beneficiary by depositing funds into Standard Secure Access — a convenient, no fee, interest-bearing draft account.

With Standard Secure Access, each beneficiary receives a personalized checkbook and has complete control of the account. Beneficiaries can write checks as needed or for the full amount. This arrangement allows beneficiaries to earn competitive interest rates on their benefits while they take the necessary time to consider financial decisions and evaluate their choices.

Will insurance benefits be reduced as I grow older?

Under this plan, your insurance is not subject to reductions due to age. However the Extra Benefit will reduce according to its schedule.

What happens if I become terminally ill?

Under the Accelerated Benefit provision, you may be eligible to receive up to 75 percent, or a maximum of \$500,000, of your contributory Life insurance coverage if you become terminally ill, have a life expectancy of less than 12 months and meet other eligibility requirements.

This benefit allows you to use the proceeds as you desire — whether to cover medical expenses or to maintain your quality of life. The amount of contributory Life insurance payable upon your death is reduced by the Accelerated Benefit paid and an interest charge. However, to help protect your beneficiaries, The Standard will pay at least 10 percent of the original contributory Life coverage amount at that time even if interest charges on the accelerated amount would have exhausted the remaining benefits over time.

Are there any other benefits with Life coverage from The Standard?

The Standard pays an additional benefit, the Repatriation Benefit, if you die more than 200 miles from your primary place of residence. The Standard will pay for expenses, up to a benefit maximum, incurred to transport your body to a mortuary near your primary place of residence.¹



¹ This benefit is not available in Illinois, Maryland or Virginia.



The Standard includes a travel assistance program that provides a full range of 24-hour medical, legal and travel assistance services to you and your dependents when you travel more than 100 miles from home or in a foreign country.²

The AD&D coverage includes the following additional benefits when an AD&D insurance benefit is payable:

- **Seat Belt Benefit.** The Seat Belt Benefit provision provides an additional benefit in the event you die as a result of an automobile accident and you were properly wearing and using a seat belt system.
- **Air Bag Benefit.** The Air Bag Benefit provides an additional benefit in the event you die as a result of an automobile accident for which a Seat Belt Benefit is payable and the automobile is equipped with an air bag system which deployed as evidenced by a police accident report and you were seated in the driver's or passenger's seat intended to be protected by the air bag system.
- **Family Benefits Package.** The Family Benefits Package includes the Child Care Benefit, Higher Education Benefit and Career Adjustment Benefit. It provides your eligible family members with additional financial help for childcare, college or career training.

What are the exclusions?

AD&D insurance benefits are not payable for death or dismemberment caused or contributed to by:

- War or act of war, declared or undeclared, whether civil or international, and any substantial armed conflict between organized forces of a military nature. This exclusion will apply only if nuclear weapons are actually being used.
- Suicide or other intentionally self-inflicted injury while sane or insane³
- Committing or attempting to commit an assault or felony, or actively participating in a violent disorder or riot
- Voluntary use or consumption of any poison, chemical compound, alcohol or drug, unless used or consumed according to the directions of a physician
- Sickness or pregnancy existing at the time of the accident
- Heart attack or stroke
- Medical or surgical treatment for any of the above.

When does coverage end?

Your contributory Life coverage ends automatically on the earliest of the following:

- The date the last period ends for which a premium was paid for your Life insurance
- The date your employment terminates
- The date the group policy terminates

² Provided through an agreement with MEDEX® Assistance Corporation.

³ For Missouri and New Jersey residents, "insane" is not applicable.

- The date Life insurance terminates under the group policy
- The date you cease to be a member; however, insurance may continue for limited periods under certain circumstances
- If applicable, the date your employer ceases to participate under the group policy

Dependents Life coverage for your spouse and children ends automatically on the earliest of the following:

- Thirty one days following the end of your insurance as a member (no premiums will be charged for your Dependents Life Insurance during this time)
- The date your Group Life insurance ends
- The date the Group Policy terminates, or the date of your divorce or termination of your Domestic Partner relationship, or date Dependents Life Insurance terminates under the group policy
- The date the last period ends for which a premium was paid for your Dependents Life insurance
- When the dependent ceases to be an eligible dependent
- For your spouse, the date of your divorce or termination of your Domestic Partner relationship
- For a child who is disabled, 90 days after we mail you a request for proof of disability, if proof is not given

AD&D insurance for you will automatically end on the earliest of the following:

- The date your Group Life insurance ends
- The date the AD&D insurance terminates under the group policy

If my Life insurance ends or is reduced, may I convert to an individual policy?

If your contributory Life insurance from The Standard ends or is reduced for any reason other than failure to pay premiums, you may be able to convert the terminated coverage to certain types of individual life insurance policies without providing evidence of insurability. You must apply for conversion and pay the required premium within 31 days after group coverage ends or is reduced. AD&D coverage may not be converted under this provision.

May I buy group life coverage after I leave my employer?

If your insurance ends because your employment terminates, you may be eligible to buy group life insurance from The Standard through the Portability provision, assuming you meet the eligibility requirements. Please see your human resources representative for additional information. This option is not available in all states and is subject to state variations.

What if I have additional questions?

If you have any additional questions, please contact your human resources representative.





Standard Insurance Company has earned a solid reputation for its quality products, expert resources, superior service, steady growth, innovation and strong financial performance. Founded in 1906, The Standard is a leader in the group disability and life insurance market, while also offering individual disability, group dental and retirement plans for groups and individuals.

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