2017
CITY OF MILWAUKEE
VOLUNTARY AND FAMILY LIFE INSURANCE
INFORMATIONAL BROCHURE

MILWAUKEE

Group Life Insurance Administrator
c/o Employes' Retirement System
789 North Water Street
Suite 300
Milwaukee, Wisconsin 53202

This brochure is for information purposes only. Your eligibility for Group Life Insurance is defined under Section 350-25 of the Milwaukee Code of Ordinances.

If you are eligible to participate in the voluntary life insurance program, you may elect your voluntary life insurance coverage option during the annual open enrollment period by completing and returning a Voluntary and Family Life Insurance Application. This year's open enrollment period is from October 17 through November 4, 2016. The completed application must be received by the Group Life Insurance Administrators, c/o Employes' Retirement System, Suite 300, 789 North Water Street, Milwaukee, Wisconsin 53202 no later than the close of business on November 4, 2016. The next opportunity you will have to elect or change voluntary coverage will be during the next annual open enrollment period

Please review the following frequently asked questions and answers for a better understanding of your voluntary and family life insurance policy:

Voluntary Life Insurance

How do I know if I am an eligible for voluntary life insurance coverage?

You can participate in the voluntary life insurance program if you are a General City employee working more than 20 hours per week.

How much voluntary life insurance can I purchase?

You may purchase voluntary life insurance coverage in the following percentage options of your annual base salary: 50%, 100%, 150%, 200%, 250% and 300%, not to exceed a maximum of $300,000.

What is meant by base salary?

Your base salary is the normal biweekly rate. It does not include overtime pay or any incentive pay.

What is the maximum life insurance coverage, including voluntary coverage, available through the City's group life insurance program?

The City's maximum group life insurance coverage, including voluntary coverage, is $350,000 ($50,000 in basic life insurance and 300% of annual base salary, not to exceed $300,000, in voluntary life insurance).

How can I determine how much total life insurance coverage is available to me?

On page 5, of this brochure, is an example of how to calculate voluntary life insurance. You can follow this example to determine your voluntary life insurance coverage, the maximum coverage you can elect, and your share of the premium costs.

Can I cancel or change my voluntary life insurance coverage?

Your election of the voluntary coverage must remain in effect until the next open enrollment period. During each annual open enrollment period, you will have an opportunity to change your voluntary life insurance coverage option. Any election of coverage remains in effect until you change or cancel it.

ONE TIME ONLY – 2017 Open Enrollment members may enroll in any percentage option of voluntary life insurance without evidence of insurability.

For any future open enrollments the following information applies:

If you currently *do not* have voluntary life insurance and are enrolling for the first time, evidence of insurability will be required.

If you are currently enrolled in voluntary life insurance and wish to increase coverage in a multiple *greater* than 50% of your annual base salary evidence of insurability will be required.

If you are currently enrolled in voluntary life insurance and wish to increase coverage *by* 50% of your annual base salary, evidence of insurability will NOT be required.

Is there a cost associated with voluntary life insurance coverage?

The Agency pays for $50,000 of basic life insurance. Voluntary life insurance is entirely paid for by the employee based on the following monthly age-banded rates:

The benefits described may be subject to change by the employer, which preserves the right to amend, modify or terminate the Group Life Insurance Plan.

Age	Rate per $1,000
<25	$0.040
25-29	$0.048
30-34	$0.064
35-39	$0.072
40-44	$0.080
45-49	$0.120
50-54	$0.184
55-59	$0.344
60-64	$0.528
65-69	$1.016
70-74	$1.648
75-79	$1.944
80-84	$2.240
85-89	$4.232
90+	$6.400

Your voluntary life insurance premium will be deducted from your paycheck each month.

If I leave City employment for any reason other than retirement, can my group life insurance coverage, both basic and voluntary, be converted to an individual policy?

Yes, you may be eligible to convert your basic, voluntary and family life insurance policy into an individual policy, with the City's life insurance carrier, within 31 days of separation.

When I retire, can I maintain all of my life insurance?

No, you may only maintain your **voluntary** coverage by making the full premium payment yourself until your 65th birthday. At retirement upon reaching age 65 you will have a $10,000 City paid policy. You **must** continue to carry at least 50% of your salary in voluntary coverage up to age 65 in order to have the City paid $10,000 life insurance policy for retirees. If you wish to continue your voluntary coverage as a retiree after age 65 you may do so by paying the age-banded rates. These payments will be deducted from your monthly pension benefit check. For all active employees, the $10,000 City paid life insurance does not apply until retirement.

As an active employee what happens to my insurance coverage after age 65?

Active employees, regardless of age, will have the $50,000 City paid basic life insurance and may continue to carry voluntary life insurance at the age-banded rates. If you do not continue to carry voluntary coverage as an active employee over age 65 you will not be eligible for the City paid $10,000 policy at retirement.

If I am laid off or take an approved leave of absence, does my voluntary life insurance coverage remain in effect?

Any employee on an approved leave of absence or who is temporarily laid off is considered an active employee of the City. Therefore, your basic insurance plus the voluntary life insurance coverage will remain in effect for 12 months provided you make the necessary cash premium payments when due. (**Important** - Your GLI will lapse if you do not pay the premiums on the due date.)

If I don't pay the cash premiums when due, while in a laid-off status or on an approved leave of absence, must I wait for the next open enrollment period after I return to work to reapply for voluntary life insurance coverage?

No, once you return to work you will automatically be re-enrolled in whatever coverage you had before you went off the payroll.

What if I'm on a military leave, does my life insurance coverage remain in effect?

Yes, members on a military leave of absence will have both their $50,000 City paid basic life insurance and any voluntary life insurance paid for by the City until the member returns to work.

If I become eligible for the Disability Waiver Benefit (Waiver of Premium Benefit) under the group life insurance contract, will my voluntary life insurance premiums be waived?

The benefits described may be subject to change by the employer, which preserves the right to amend, modify or terminate the Group Life Insurance Plan.

Yes, if you meet the requirements of the Disability Waiver of Premium Benefit and your waiver of premium claim is approved by the insurance company, your voluntary life insurance premium will be paid for by the insurance carrier.

Is this a Term or Whole life policy?

Voluntary life insurance is a "Term" policy, and as such, has no dividends or cash value to you. It will pay out only to your beneficiary (ies) in the event of your death.

Who will receive the proceeds from this policy when I die?

You may name any person, organization, charity or legal entity as a beneficiary (ies) with the following two exceptions:

1.) Your Employer
2.) Your spouse may claim up to 50% as marital property unless a Consent of Spouse form is completed and signed by you.

Proceeds not designated to a beneficiary will be payable in equal shares to the surviving beneficiary (ies) of the highest rank as listed below:

1.) Spouse of the employee
2.) Lawful living children of the employee
3.) Father and mother of the employee
4.) Siblings of the employee
5.) Administrator of the Estate of the employee

Can I change my beneficiaries at a later date?

Yes, it is important to keep your beneficiary designations up to date. You may change your beneficiaries at any time.

If I decide to sign up for the voluntary life insurance coverage, when will my coverage start?
Your voluntary life insurance coverage becomes effective on January 1, 2017. In order for your election to take effect, ***your election must be completed by 4:45 p.m. on*** **November 4, 2016.**

How do I sign up?

All you have to do to enroll in voluntary life insurance is complete a Voluntary and Family Life Insurance Application and return it to the following address by 4:45 p.m. on November 4, 2016:

Group Life Insurance Administrator
c/o Employes' Retirement System, Suite 300
789 North Water Street
Milwaukee, Wisconsin 53202

To request an application, contact this office at 414-286-6157.

Please fill out this application form completely and accurately. Your application cannot be processed unless it contains your name, social security number, birthdate and PeopleSoft ID. The application must also be signed and dated. Failure to complete this form in its entirety can result in a delay in coverage.

If you have any questions regarding the voluntary life insurance program, please contact the Group Life Insurance Administrator at 414-286-6157 between the hours of 8:00 a.m. and 4:45 p.m.

Remember, this will be your only opportunity to elect your voluntary life insurance coverage until the next annual open enrollment period.

The benefits described may be subject to change by the employer, which preserves the right to amend, modify or terminate the Group Life Insurance Plan.

VOLUNTARY LIFE INSURANCE CALCULATION

1. To calculate the amount of voluntary coverage that you would like to carry, take your annual base salary and multiply it by the selected insurance percentage option and then round up to the nearest thousand.

2. To calculate the monthly cost of voluntary life insurance, divide the amount of voluntary coverage that you would like to carry by 1,000 and multiply it by the rate per $1,000 based on your age.

Example Calculation:
Employee age **23** with an annual base salary of **$38,450.00** selecting **50%** of voluntary life insurance.

1. $38,450 (salary) x 50% (voluntary life percentage option) = $19,255 round coverage up to $20,000*

2. $20,000 (coverage) ÷ 1,000 (rate per $1,000) = 20 x $.04** (age 23) = $0.80 per month

* Coverage cannot exceed $300,000.

Voluntary Life Insurance Percentage Options

50% of annual base salary
100% of annual base salary
150% of annual base salary
200% of annual base salary
250% of annual base salary
300% of annual base salary

Monthly Age-Banded Rates (effective January 1, 2017)

Age	Rate per $1,000 of coverage
< 25	$0.040
25-29	$0.048
30-34	$0.064
35-39	$0.072
40-44	$0.080
45-49	$0.120
50-54	$0.184
55-59	$0.344
60-64	$0.528
65-69	$1.016
70-74	$1.648
75-79	$1.944
80-84	$2.240
85-89	$4.232
90+	$6.400

**Cost will increase as you move from one age-band to the next. Rate increases due to age will go into effect on January 1st of the following year.

The benefits described may be subject to change by the employer, which preserves the right to amend, modify or terminate the Group Life Insurance Plan.

Family Life Insurance

What is family life insurance?

Family life insurance is a single fixed deduction that covers the employee's family (spouse or domestic partner and dependent children) regardless of the number of dependents.

Who is eligible for family life insurance?

To be eligible an employee must be enrolled in voluntary life insurance.

How much family life insurance coverage can I purchase?

Spouse or domestic partner will have $25,000 of coverage. Each dependent child who is 6 months of age until the end of the year in which they turn 26 years of age will have $10,000 of coverage. Dependent children 14 days or older but less than 6 months of age will have $2,000 in coverage.

Who can I name as a beneficiary on my family life insurance policy?

The employee is the only beneficiary of family life insurance.

Is there a cost associated with family life insurance?

Family life insurance is paid for by the employee based on a flat amount of $6.30 per month.

If I am laid off or take an approved leave of absence, does my family life insurance coverage remain in effect?

Any employee on an approved leave of absence or who is temporarily laid off is considered an active employee of the City. Therefore, your family life insurance coverage will remain in effect for 12 months provided you make the necessary cash premium payments when due. (**Important** - Your GLI will lapse if you do not pay the premiums on the due date.)

If I don't pay the cash premiums when due, while in a laid-off status or on an approved leave of absence, must I wait for the next open enrollment period after I return to work to reapply for family life insurance coverage?

No, once you return to work you will automatically be re-enrolled in whatever coverage you had before you went off the payroll.

What if I'm on a military leave, does my family life insurance coverage remain in effect?

Members on a military leave of absence will have their family life insurance paid for by the City until the member returns to work.

If I leave City employment for any reason other than retirement, can I convert my group family life insurance?

Yes, you may be eligible to convert your family life insurance policy to an individual policy, with the City's life insurance carrier, within 31 days of separation.

When I retire, can I maintain my family life insurance?

No, family life insurance is only available to active employees.

Can I cancel or change my family life insurance coverage?

Your election of the family coverage must remain in effect until the next open enrollment period. During each annual open enrollment period, you will have an opportunity to change or cancel your family life insurance coverage. However, if you have a qualifying event (marriage or birth) you may enroll in family life insurance within 31 days of the event without evidence of insurability.

ONE TIME ONLY – 2017 Open Enrollment members may purchase family life insurance without evidence of insurability. Going forward, family insurance coverage for your spouse or domestic partner will be subject to evidence of insurability.

The benefits described may be subject to change by the employer, which preserves the right to amend, modify or terminate the Group Life Insurance Plan.

If I decide to sign up for the family life insurance coverage, when will my coverage start?

Your family life insurance coverage becomes effective on January 1, 2017. In order for your election to take effect, **your election must be completed by 4:45 p.m. on November 4, 2016.**

How do I sign up?

All you have to do to enroll in family life insurance is to make your election using the City of Milwaukee Employee Self-Service Enrollment (e-Benefits) program. Your election must be completed by the close of business on November 4, 2016:

Group Life Insurance Administrator
c/o Employes' Retirement System, Suite 300
789 North Water Street
Milwaukee, Wisconsin 53202

If you have any questions regarding the family life insurance program, please contact the Group Life Insurance Administrator at 414-286-6157 between the hours of 8:00 a.m. and 4:45 p.m.

Remember, this will be your only opportunity to elect your family life insurance coverage until the next annual open enrollment period.

Note:
You must purchase voluntary life insurance to be able to enroll in family life insurance.

ONE TIME ONLY – 2017 Open Enrollment members may enroll in family life insurance without evidence of insurability. **Going forward, family insurance coverage for your spouse or domestic partner will be subject to evidence of insurability**

The benefits described may be subject to change by the employer, which preserves the right to amend, modify or terminate the Group Life Insurance Plan.

FOR ANY FUTURE CHANGES THE FOLLOWING INFORMATION APPLIES

If you currently *do not* have voluntary life insurance and are enrolling for the first time, evidence of insurability will be required.

If you are currently enrolled in voluntary life insurance and wish to increase coverage in a multiple *greater* than 50% of your annual base salary evidence of insurability will be required.

If you are currently enrolled in voluntary life insurance and wish to increase coverage *by* 50% of your annual base salary, evidence of insurability will NOT be required.

ANY ELECTION OF VOLUNTARY LIFE INSURANCE THAT REQUIRES EVIDENCE OF INSURABILITY (EOI) WILL BECOME EFFECTIVE ON THE 1ST OF THE MONTH FOLLOWING THE DATE APPROVED BY THE CARRIER. **COVERAGE WILL NOT BECOME EFFECTIVE UNTIL THE 1ST OF THE MONTH FOLLOWING THE APPROVAL DATE**.

NOTE: UNTIL YOUR REQUESTED INCREASE IN COVERAGE IS APPROVED WE WILL INCREASE YOUR COVERAGE BY 50% OF YOUR ANNUAL BASE SALARY EFFECTIVE JANUARY 1 (This does not apply to members who currently *do not* have voluntary life insurance and are enrolling for the first time.)

The benefits described may be subject to change by the employer, which preserves the right to amend, modify or terminate the Group Life Insurance Plan.