



Superseded by ST/ADM/Ser.A/1302

27 February 1969

INFORMATION CIRCULAR

To: Members of the Staff

Subject: GROUP LIFE INSURANCE

I. OPEN ENROLMENT FOR NEW BENEFITS

1. For a number of years a group life insurance policy (underwritten by the Aetna Life Insurance Company) has been in effect for those members of the staff who elect to have this form of protection.
2. The purpose of this circular is to announce to the staff a revision, with effect from 1 July 1966, in the schedule of group life insurance coverage to correspond more realistically with current gross salary scales. At the same time, staff members who have not in the past participated in the scheme now have the opportunity to enrol, if they so wish, without a medical examination, during an open enrolment period which is of limited duration.
3. Because of actuarial considerations, entrance into the group life insurance plan in the past has been restricted (and will again be restricted) to a thirty-one day period from the date of eligibility (date of appointment or signing of contract) or to a subsequent application by providing medical evidence of insurability to the Insurance Company.
4. It is not feasible, on actuarial grounds, to conduct an enrolment campaign annually. However, on this particular occasion, the Aetna Life Insurance Company has agreed to a four-week open enrolment from 16 May through 10 June 1966 to allow interested eligible staff members to enter the plan without a medical examination. It is recommended that all such staff members give serious consideration to joining the group life insurance plan during this open enrolment period.
5. Staff members already participating in the Life Insurance Plan who are eligible for a higher amount of insurance under the new schedule (see annex A), including

those who previously elected to retain a lower amount of insurance than that to which their annual salary would entitle them, may choose at this time to convert to the higher schedule of insurance without medical examination.

6. Present participants who elect to increase their insurance should sign the attached request form and forward it to the Insurance Unit, Room 3706. Failure to do so within the open enrolment period will prejudice the staff member's right to obtain the increased amount without a medical examination.
7. New applicants for insurance should request the required enrolment card UN-1 from the Insurance Unit, Room 3706.
8. Staff members absent during the enrolment period should contact the Insurance Unit within two weeks of return to duty station regarding the procedure for late applications. The reason for the absence must be clearly defined in writing.

II. ELIGIBILITY

All regular staff who have a contract of one year or longer and technical assistance project personnel are eligible for coverage in accordance with their conditions of service.

III. SCHEDULE OF INSURANCE AND COST

The insurance consists of basic insurance, payable in the event of death from any cause at any time or place, and of additional insurance for accidental death and dismemberment.

Under the old schedule, the amount of coverage included a 25 per cent bonus on claims paid out which could be removed in the event of unfavourable experience. This 25 per cent bonus has been incorporated into the new face amounts and thus has become a permanent feature of the coverage.

Under the new schedule to go into effect on 1 July 1966, the maximum coverage goes up to \$30,000 (as compared with \$20,625 [including a 25 per cent bonus] under the old schedule). Details about the amounts of insurance coverage available and the monthly costs are given in annex A.

IV. BENEFITS APPLYING TO SEPARATED STAFF

1. After-service benefits are also improved by approximately 25 per cent. Details about the after-service benefits available are given in annex B.
2. Subject to the conditions defined in paragraph 3 below, basic insurance coverage (excluding the additional insurance for accidental death and dismemberment) is provided without payment of premium as follows:

Staff members who have had at least ten years' contributory participation in the plan will receive upon leaving the Organization

(a) Prior to age 55

- with ten years' participation: one year's free coverage at the face value of the policy in force at the time of separation;
- with twenty years' participation: two years' free coverage at the face value of the policy in force at the time of separation;

At the end of the one or two years of free coverage the insurance protection referred to above will terminate unless the individual is subsequently re-employed and becomes again eligible for group life insurance coverage.

(b) At age 55 or thereafter

- (i) From the age of 55 through the 64th year: free insurance coverage equal to 40 per cent of the face value of the policy at the date of separation;
- (ii) From the age of 65 through the 69th year: free insurance coverage equal to 20 per cent of the face value of the policy at the date of separation;
- (iii) From the 70th birthday onwards: free insurance coverage equal to 5 per cent of the face value of the policy at the date of separation subject to a minimum of \$500 and to a maximum of \$1,200.

3. The after-service benefits with respect to a staff member who was not insured for the full amount to which he was entitled will be based on an average of the face value of the policy for the ten years immediately preceding the date of separation.

ANNEX A

OLD SCHEDULE OF GROUP LIFE INSURANCE COMPARED WITH THE NEW SCHEDULE

OLD SCHEDULE			NEW SCHEDULE EFFECTIVE 1 JULY 1966		
PENSIONABLE REMUNERATION	AMOUNT (Includes 25% Bonus)	MONTHLY CONTRIBUTION	PENSIONABLE REMUNERATION	FACE AMOUNT OF POLICY	MONTHLY CONTRIBUTION
Under \$2,000	\$ 2,750	\$1.28	Under \$2,000	\$ 2,750	\$1.27
\$2,000 to \$3,589	5,500	2.56	\$2,000 to \$ 3,599	5,500	2.53
\$3,590 to \$5,446	8,250	3.84	\$3,600 to \$ 5,449	8,250	3.80
\$5,447 to \$7,252	11,000	5.12	\$5,450 to \$ 7,249	11,000	5.06
\$7,253 to \$9,023	13,750	6.40	\$7,250 to \$ 8,999	13,750	6.33
\$9,024 and over	20,625	9.60	\$9,000 to \$11,999	20,625	9.49
			\$12,000 to \$15,999	25,000	11.50
			\$16,000 and over	30,000	13.80
NOTE: (1) Under the old schedule, coverage for staff members entering the plan at age 60 or more is restricted to a basic \$5,500 group life insurance plus a similar amount of accidental death and dismemberment insurance. (2) Coverage for staff whose life insurance exceeds \$11,000 is automatically reduced to that level on 1 May next following attainment of age 61, plus a similar amount for accidental death and dismemberment insurance.			NOTE: (1) Under the new schedule, coverage for staff members entering the plan at age 60 or more is restricted to \$7,000 group life insurance plus a similar amount of accidental death and dismemberment insurance. (2) Coverage for staff whose life insurance exceeds \$12,000 will be automatically reduced to that level on 1 May next following attainment of age 62, plus a similar amount for accidental death and dismemberment insurance.		

ANNEX B

NEW SCHEDULE OF LIFE INSURANCE FOR STAFF SEPARATED ON
 OR AFTER 1 JULY 1966, AT AGE 55 AND ABOVE WITH AT
 LEAST 10 YEARS' CONTRIBUTORY PARTICIPATION

AMOUNT OF POLICY ON SEPARATION	AMOUNT OF COVERAGE AFTER SEPARATION		
	AGE 55 THROUGH 64 40%	AGE 65 THROUGH 69 20%	AGE 70 AND OVER 5%
\$ 2,750	\$ 1,100	\$ 550	\$ 500*
5,500	2,200	1,100	500*
8,250	3,300	1,650	500*
11,000	4,400	2,200	550
13,750	5,500	2,750	688
20,625	8,250	4,125	1,031
25,000	10,000	5,000	1,200*
30,000	12,000	6,000	1,200*

minimum and \$1,200 maximum.

REQUEST FOR INSURANCE INCREASE

PLEASE DISREGARD
if you have already
completed this form

Date: _____

To: Insurance Unit, Room 3706

Subject: Group Life Insurance
Group Policy Numbers 14008 and LL-14008

I wish to apply for an increase in the amount of insurance commensurate with my salary as shown in the schedule in ST/ADM/SER.A/I093/Rev.1 dated 19 May 1966.

Signature of Staff Member

Print or type name in full

Room Number _____

Extension _____

FOR ACCOUNTING PURPOSES ONLY			Index Number						
	CODE	PREMIUM	Amount of Insurance						
SET UP									
TERMINATE									
AMOUNT OF INCREASE EFFECTIVE 1 JULY 1966:									
PAYCLERK:	CHECKER:	BLOCK NUMBER	PP	#	Year				