Protect your family’s FINANCIAL FUTURE
Protect your family

Save for your future
To help protect your family’s financial future, the University of Rochester offers group life insurance coverage to help ensure that at the loss of a loved one, your family will have the money it needs to cover short-term expenses, such as final medical bills and burial costs, or to fulfill longer-term goals, such as sending your children to college or helping fund retirement.

This guide contains important information about the benefits of the University of Rochester Group Life Insurance Plan, underwritten by Securian Life Insurance Company. It also includes information about the administration of your plan, how to file claims and your rights under ERISA.

Please keep this booklet for future reference.

You may apply at any time for additional optional life insurance beyond the University-Paid coverage automatically provided to you. Some guaranteed amounts of coverage are available – no medical exam is required – if you apply within the first 90 days of eligibility for coverage under the plan, within 90 days of a family status change or during annual Open Enrollment (if eligible). Online enrollment and management of your life insurance coverage is available through Securian Life.

Questions?
Call Securian Life at 1-800-941-2192 or send an email through LifeBenefits@securian.com if you have questions. You may use the secure website, www.LifeBenefits.com, to enroll for coverage or make changes. To access the site, log on to www.rochester.edu/people with your NetID and click on “Securian Life.”

This is a summary of plan provisions related to the insurance policy issued by Securian Life to the University of Rochester. Complete descriptions of each Plan are contained in the policy and/or certificate. If there is any disagreement in wording between this document and the policy and/or certificate, the wording in the policy and/or certificate will govern, unless superseded by ERISA or other applicable law.

If the Life and Accidental Death and Dismemberment Plans are terminated, no coverage would be provided for deaths occurring after the effective date of the Plan’s termination.

To request a certificate for Group Universal Life (GUL) or Group Optional Term Life (GOTL) coverage, contact Securian Life at 1-800-941-2192. To request a certificate for University-Paid Basic Term Life insurance coverage, contact the Benefits Office at 585-275-2084. The policy may be viewed at the University of Rochester Benefits Office. The University reserves the right to modify, amend, revoke or terminate the Plans, in whole or in part, at any time, including actions that may affect coverage, cost-sharing, or covered benefits, as well as benefits that are provided to current and future retirees.

Underwritten by Securian Life Insurance Company. Term Life coverage is offered under policy form series 04-30686 and GUL coverage is offered under policy form series 04-30664.
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Your life insurance plan at-a-glance

| Insurance for you | • University-Paid Basic Term Life insurance and a matching amount of Accidental Death and Dismemberment (AD&D) coverage is provided by the University of Rochester at no cost to you.  
  • You have the opportunity to purchase either Group Universal Life (GUL) insurance or Group Optional Term Life (GOTL), not both. You can elect one to eight times your annual salary, to a maximum of $1,500,000. Your coverage amount will change during the year if your salary changes.  
  • If you enroll for either GUL or GOTL, you may elect one times your annual salary of Optional AD&D coverage, to a maximum of $1,500,000. |
| Guaranteed coverage for you | • Up to the lesser of six times your annual salary or $600,000 of GUL or GOTL and all optional AD&D coverage is guaranteed – no health questions or medical exam is required – if elected within 90 days of initial eligibility. Guaranteed amounts of coverage also are available within 90 days of a family status change or during annual enrollment (if eligible). |
| Insurance for your spouse/domestic partner | • Your spouse/domestic partner is eligible for $10,000, $25,000, $50,000 or $100,000 of Group Term Life insurance (not to exceed eight times your annual salary).  
  • You must elect either GUL or GOTL coverage for yourself to purchase coverage for your spouse/domestic partner.  
  • Faculty/staff members cannot also be covered as a spouse/domestic partner or child. |
| Guaranteed coverage for your spouse/domestic partner | • Up to $50,000 of spouse/domestic partner coverage is guaranteed – no health questions or medical exam is required – if elected within 90 days of initial eligibility or within 90 days of a family status change. |
| Insurance for your dependent children | • You may elect $2,500, $5,000 or $10,000 of Group Term Life insurance for each eligible child. One premium covers all children in the family.  
  • You must elect either GUL or GOTL coverage for yourself to purchase coverage for your children.  
  • A child can be insured by only one parent. |
| Guaranteed coverage for your dependent children | • All coverage is guaranteed – no health questions or medical exam is required – if elected within 90 days of eligibility or within 90 days of a family status change. |

**PLAN FEATURES**

| Accelerated death benefit | • Up to 100 percent of the policy’s face amount, to a maximum of $1,000,000, can be paid as an accelerated benefit if the insured person becomes terminally ill with a life expectancy of 12 months or less. |
| Cash accumulation account (GUL) | • In addition to life insurance protection, GUL gives you the option to set aside money in the cash accumulation account.  
  • Money in the cash accumulation account earns a fixed rate of interest and grows tax-deferred – you do not pay taxes on any earnings unless you withdraw more than you have contributed. |
| Portability/Conversion | • If you terminate, retire from the University of Rochester or become ineligible for the plan, you may take coverage with you and pay premiums directly to Securian Life. Premiums may be higher than those paid by active employees.  
  • See page 16 for more details on continuation, portability and conversion. |
| Online management of your policy | • You may use the secure website, LifeBenefits.com, to review your coverage and make changes. To access the site, log on to www.rochester.edu/people with your NetID and click on “Securian Life.” |

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1 Individuals represented by collective bargaining agreements receive benefits in accordance with those agreements.

2 A spouse/domestic partner is not eligible for guaranteed issue if he or she is receiving or entitled to receive any sick pay or disability benefits due to sickness or injury; confined at home or in a care facility under the care of a physician for sickness or injury; or in a chemotherapy, radiation therapy or dialysis treatment program.

3 Eligible children are 14 days to 19 years, or up to age 23 if a full-time student at an educational institution. To enroll a stepchild, the signature of a biological parent is required.
About your life insurance from the University of Rochester

Who is eligible?
You are eligible for coverage under the University of Rochester Group Life Insurance Plan if you are a regular full-time or part-time faculty or staff member of the University of Rochester and are actively at work on the effective date of your coverage. If you are not actively at work on the effective date of your coverage, your coverage will be effective when you return to work.

Individuals represented by collective bargaining agreements receive benefits in accordance with those agreements.

Coverage options

University-Paid Basic Term Life insurance

Regular full-time and part-time faculty and staff members are eligible for University-Paid Basic Term Life insurance immediately upon appointment. The amount, subject to the following minimums and maximums, is equal to 50 percent of annual salary.*

<table>
<thead>
<tr>
<th></th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>$15,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>Part-time</td>
<td>$7,500</td>
<td>$25,000</td>
</tr>
</tbody>
</table>

Note: Strong Memorial Hospital Residents and Fellows receive University-Paid Basic Term Life insurance coverage equal to 150 percent of annual salary*, subject to the same minimum and maximum amounts stated above.

* For an hourly-paid staff member, annual salary is standard annual hours times the hourly rate of pay; for a salaried faculty or staff member, annual salary is 12 times the regular monthly salary or 24 times the regular semi-monthly salary. For faculty members under the School of Medicine and Dentistry Master Clinical Faculty Compensation Plan, annual salary means “Targeted Salary.”

University-Paid Basic Accidental Death and Dismemberment (AD&D)

Regular full-time and part-time faculty and staff members also receive University-Paid Basic AD&D insurance in an amount equal to their University-Paid Basic Term Life insurance.

Need more life insurance protection?
Consider Group Universal Life (GUL) or Group Optional Term Life (GOTL)

You have the opportunity to purchase either Group Universal Life (GUL) or Group Optional Term Life (GOTL), not both. You can elect one to eight times your annual salary, to a maximum of $1,500,000. Your coverage amount will change during the year if your salary changes, unless previously declined for additional coverage.
**Group Universal Life (GUL)** insurance pays a death benefit and, in addition, allows the owner to set aside additional premiums beyond the cost of the insurance that can be used during his or her lifetime for needs such as paying for college, buying a new home or building retirement funds. If you terminate, retire from the University of Rochester or become ineligible for the plan, you may continue all of your GUL coverage until age 100 by paying premiums directly to Securian Life.

Additional information about the cash accumulation account can be found on page eight.

**Group Optional Term Life (GOTL)** insurance pays a death benefit. There is no option to build cash value. GOTL insurance is often used to cover a specific need such as covering medical bills and burial or paying off a home mortgage. If you terminate, retire from the University of Rochester or become ineligible for the plan, you may continue your GOTL coverage, within limits, until age 70 by paying premiums directly to Securian Life. The limits are described on page 17.

Please refer to the GUL/GOTL comparison chart on page seven for additional information.

**Optional Accidental Death and Dismemberment (AD&D)**

If you enroll for GUL or GOTL, you also may elect Optional AD&D coverage. Optional AD&D coverage pays a benefit if you die or suffer certain injuries as the result of a covered accident.* This protection covers you when you are on business, on vacation or at home. The accidental death benefit is equal to one times your annual salary to a maximum of $1,500,000. All Optional AD&D coverage is guaranteed – no health questions or medical exam is required. The extent and nature of your loss determines the dismemberment benefits as shown in the schedule below.

**Schedule of Accidental Death and Dismemberment Benefits**

<table>
<thead>
<tr>
<th>Loss as the result of an accident</th>
<th>Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life</td>
<td>100 percent</td>
</tr>
<tr>
<td>Two or more of the following: eyes, hands, feet</td>
<td>100 percent</td>
</tr>
<tr>
<td>One eye, hand or foot</td>
<td>50 percent</td>
</tr>
</tbody>
</table>

*Benefits are not payable under University-Paid Basic Accidental Death and Dismemberment (AD&D) or Optional AD&D if injury or death results from or is caused directly or indirectly by the following:

- Suicide or attempted suicide;
- The certificate holder’s participation in or attempt to commit a felony;
- Bodily or mental infirmity, illness or disease including bacterial infection, other than infection occurring simultaneously with, as a result of, the accidental injury; or
- Intoxication or influence of any narcotic unless administered on the advice of a physician;
- Travel or flight in or on, or descent from or with, any type of military aircraft;
- War or any act of war, whether declared or undeclared.
Dependent coverage

If you elect GUL or GOTL, you also may elect Group Term Life insurance for your spouse/domestic partner. See definition of “Spouse” on page 27. You can elect $10,000, $25,000, $50,000 or $100,000, not to exceed eight times your annual salary. Up to $50,000 of spouse/domestic partner coverage is guaranteed – no health questions or medical exam is required – if elected within 90 days of initial eligibility or within 90 days of a family status change. (A spouse/domestic partner is not eligible for guaranteed issue coverage if he or she is receiving or entitled to receive any sick pay or disability benefits due to sickness or injury; confined at home or in a care facility under the care of a physician for sickness or injury; or in a chemotherapy, radiation therapy or dialysis treatment program.)

To apply for domestic partner coverage, you must sign and file with the Benefits Office the University’s Certification of Domestic Partner Status in addition to completing the insurance application. The form is available at the Benefits Office or online at www.rochester.edu/benefits/forms.

Group Term Life insurance for dependent children may be elected in amounts of $2,500, $5,000 or $10,000. No evidence of insurability is required if elected within 90 days of initial eligibility or within 90 days of a family status change. Eligible children are 14 days to 19 years, or up to age 23 if a full-time student at an educational institution. To enroll a stepchild, the signature of a biological parent is required on the enrollment form.

Individuals may be covered only once under the group policy: Faculty/staff members cannot also be covered as a spouse/domestic partner or child; a child can be insured by only one parent; and an individual cannot be insured as both a previous employee and a current employee.

If a dependent is hospitalized or confined because of illness or disease on the date his or her insurance would otherwise be effective, the effective date will be delayed until the dependent is released from the hospital or is no longer confined. Dependent insurance cannot go into effect before coverage on the employee is effective.

GUL or GOTL: Which coverage is right for you?

Here is a quick summary of each type of insurance to help you decide.

<table>
<thead>
<tr>
<th>Group Universal Life (GUL) insurance</th>
<th>Group Optional Term Life (GOTL) insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Pays the policy benefit and any accumulated cash value if the insured person dies during the term of coverage.</td>
<td>• Pays the policy benefit if the insured person dies during the term of coverage.</td>
</tr>
<tr>
<td>• Allows you to set aside money that can be used during your lifetime for needs such as paying for college, buying a new home or building retirement funds.</td>
<td>• Often used to cover a specific need such as covering medical bills and burial or paying off a home mortgage.</td>
</tr>
<tr>
<td>• You may continue all of your GUL coverage until age 100 if you terminate, retire from the University of Rochester or become ineligible for the plan.</td>
<td>• You may continue your GOTL coverage, within limits, until age 70 if you terminate, retire from the University of Rochester or become ineligible for the plan.</td>
</tr>
</tbody>
</table>
Cash accumulation account: Your money, your choices

Permanent insurance products such as Group Universal Life (GUL) allow you to make premium contributions above the cost of insurance with the objective of building cash in the policy. This money can increase the death benefit or be used during your lifetime as an education fund, a source of money for large purchases, to cover medical expenses or as a supplement to retirement income.

Building cash value in a life insurance policy is attractive because:

- Subject to IRS limits*, you may contribute any amount at any time.
- Earnings on contributions are not subject to income taxes unless you withdraw more than the total premiums paid, which include premiums to cover the cost of your insurance and contributions to the account.
- You may withdraw your money without an IRS penalty* and without a surrender charge.

How does it work?

Each contribution you make to the cash value of a GUL policy is assessed a one-time administrative charge of 2 percent. After that, your money grows tax-deferred in Securian Life’s Guaranteed Account and earns a fixed rate of return guaranteed not to fall below 3 percent.

To see how cash value may grow at different contribution levels, use the online cash accumulation tool when you enroll for coverage at LifeBenefits.com.

Withdraw money without penalty

You may withdraw amounts up to 100 percent of your policy’s net cash value. The minimum withdrawal amount is $100. You are not taxed on any earnings on the money accumulated in your account until you withdraw more than the premiums you have contributed, assuming that your policy is not a modified endowment contract (MEC).* We will inform you if your policy is at risk of becoming a MEC and inform you at that time of your options.

Use your cash value when you want

If you have accumulated cash value in your GUL policy, you may take a loan against the cash value after your policy has been in force for three years. The minimum loan amount is $100. You do not have to pay back the loan, but interest continues to be added to any outstanding loan balance. Securian Life charges 8 percent interest and credits back 6 percent on borrowed funds.

Withdrawals and loans reduce the policy’s total death benefit, which is a combination of the policy’s face amount and any cash value. Your policy may lapse if a premium payment is missed and you lack sufficient funds in the cash accumulation account to cover your premium.

You may make loan or withdrawal requests online at LifeBenefits.com, by completing a Life Insurance Change Request form available online, by calling Securian Life at 1-800-941-2192 or by sending an email to LifeBenefits@securian.com.

To see how cash value may grow at different contribution levels, log on to LifeBenefits.com and use the online cash accumulation tool.

*See “What is a Modified Endowment Contract?” on page nine.
What is a Modified Endowment Contract?

A Modified Endowment Contract (MEC) is a life insurance contract for which premiums exceed a limit set by current Federal tax rules. Securian Life tests every new premium contribution against these limits whenever there is a “material change” to the policy – e.g., the policy is exchanged for another insurance contract, the amount of insurance is increased or a future benefit is added. In addition, a reduction in the death benefit of a life insurance policy may cause a contract to become a MEC.

Generally, you can continue contributing premium into a contract that is a MEC and maintain its status as life insurance. A withdrawal or loan taken from the cash value of a MEC, however, will be treated as a taxable distribution of any gain that exists in the contract. A 10 percent penalty also may apply if you are under age 59½. Cash value in a MEC continues to accumulate tax free (subject to the withdrawal rules described above), and death benefits paid to the beneficiary are income tax-free.

This is a general discussion of the relevant tax laws. It was not intended for nor can it be used by any taxpayer for the purpose of avoiding Federal tax penalties. This information is provided to support the promotion or marketing of ideas that may benefit a taxpayer. Taxpayers should seek their advice of their own tax and legal advisors regarding any tax and legal issues applicable to their specific fact pattern.

Choosing a beneficiary

Naming a beneficiary is an important right of life insurance ownership. It allows you to determine who receives your policy benefits. Under current tax law, life insurance benefits paid to a beneficiary generally are not taxable income. Some common beneficiary choices are:

- **Primary beneficiary.** The person or persons named will receive the benefit.
- **Contingent beneficiary.** If the primary beneficiary is no longer living, the benefit is paid to the contingent beneficiary.
- **Default beneficiary.** If you do not name a beneficiary, policy benefits will be paid, in order of priority, to your lawful spouse, children, parents, siblings or estate. (A lawful spouse is your current spouse if the marriage was valid in the state or country where it was performed.) If you wish to have proceeds paid to a domestic partner, you must elect him or her as a primary beneficiary.

You may view or change your beneficiary information online at any time at LifeBenefits.com. To access the site, log on to www.rochester.edu/people with your NetID and click on “Securian Life.”

Access to a Suite of Additional Resources

The following resources are available to active U.S. employees covered under the University Group Life Insurance Plan through Securian Life Insurance Company.

There is no fee or enrollment. And they are available to spouses, domestic partners and dependent children as well, even if they are not covered under the life insurance plan.

To learn more, visit the websites and/or view a brief online presentation brainshark.com/securian/URLifeSuites.

- **Travel Assistance Services** – RedpointWTP LLC (Redpoint) provides travel assistance services 24/7/365 for emergency assistance and transport when traveling 100 or more miles away from home. For service terms and conditions, and pre-trip information visit LifeBenefits.com/travel or call 1-855-516-5433 in the U.S. and Canada. From other locations, you can call collect to +1-415-485-4677.
• **Legacy Planning Resources** – This website provides resources for end-of-life planning and to help deal with the loss of a loved one. Visit LegacyPlanningResources.com.

• **Beneficiary Financial Counseling** – PricewaterhouseCoopers provides Beneficiary Financial Counseling to beneficiaries of our group life insurance plans. The independent and objective financial counseling resources are offered to beneficiaries who receive proceeds of $25,000 or more.

Services provided by RedpointWTP LLC and PricewaterhouseCoopers LLP are their sole responsibility. The services are not affiliated with Securian Life or its group contracts and may be discontinued at any time. Certain terms, conditions and restrictions may apply when utilizing the services. To learn more, visit the appropriate website included above.

## What does it cost?

The cost of GUL or GOTL for active and retired faculty and staff and Group Term Life insurance for your spouse/domestic partner is based on the insured person's age and whether or not he/she smokes. Rates increase with age and are subject to change. Your cost for coverage will change when the insured person moves into a higher age bracket. The increase will be effective on the first of the month following the month of the insured person's birthday.

### GUL and GOTL rates for active and retired faculty and staff

Rates increase with age and are subject to change.

<table>
<thead>
<tr>
<th>Monthly rates per $1,000 of coverage</th>
<th>Semi-monthly/bi-weekly rates per $1,000 of coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>GOTL Non-Smoker</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Under 30</td>
<td>$0.046</td>
</tr>
<tr>
<td>30-34</td>
<td>$0.051</td>
</tr>
<tr>
<td>35-39</td>
<td>$0.068</td>
</tr>
<tr>
<td>40-44</td>
<td>$0.079</td>
</tr>
<tr>
<td>45-49</td>
<td>$0.125</td>
</tr>
<tr>
<td>50-54</td>
<td>$0.194</td>
</tr>
<tr>
<td>55-59</td>
<td>$0.335</td>
</tr>
<tr>
<td>60-64</td>
<td>$0.460</td>
</tr>
<tr>
<td>65-69</td>
<td>$0.805</td>
</tr>
<tr>
<td>70 and over</td>
<td></td>
</tr>
</tbody>
</table>

### Group Term Life rates for spouse/domestic partner

Rates increase with age and are subject to change.

<table>
<thead>
<tr>
<th>Monthly rates per $1,000 of coverage</th>
<th>Semi-monthly/bi-weekly rates per $1,000 of coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>GOTL Non-Smoker</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Under 30</td>
<td>$0.055</td>
</tr>
<tr>
<td>30-34</td>
<td>$0.062</td>
</tr>
<tr>
<td>35-39</td>
<td>$0.082</td>
</tr>
<tr>
<td>40-44</td>
<td>$0.096</td>
</tr>
<tr>
<td>45-49</td>
<td>$0.151</td>
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<tr>
<td>50-54</td>
<td>$0.234</td>
</tr>
<tr>
<td>55-59</td>
<td>$0.405</td>
</tr>
<tr>
<td>60-64</td>
<td>$0.558</td>
</tr>
<tr>
<td>65-69</td>
<td>$0.978</td>
</tr>
<tr>
<td>70 and over</td>
<td>$2.258</td>
</tr>
</tbody>
</table>

Bi-weekly life insurance premiums are deducted on the first two pay days of each month. Deductions will not be taken on the third pay day in months with three pay periods.

Rates shown are rounded up to the next one-thousandth of a cent.
Optional Accidental Death and Dismemberment (AD&D) rates for active and retired faculty and staff
$0.02 per $1,000 of coverage per month.

Group Term Life rates for dependent children
$0.10 per $1,000 of coverage per month. One premium covers all eligible children in the family.

Sample premium calculation
The employee in the following example will pay $32.20 per month for the selected coverage. A 45-year-old non-smoker wants $200,000 of Group Universal Life coverage, $50,000 of Optional AD&D coverage, $100,000 of Group Term Life insurance for her 42-year-old non-smoking spouse and $10,000 of Child Term Life insurance for each of their three children.

Group Universal Life for employee
Number of insurance units ($200,000 ÷ $1,000) 200
Rate per $1,000  x  $.103
Monthly premium: $20.60

Optional AD&D for employee
Number of insurance units ($50,000 ÷ $1,000) 50
Rate per $1,000  x  $0.02
Monthly premium: $1.00

Group Term Life for spouse
Number of insurance units ($100,000 ÷ $1,000) 100
Rate per $1,000  x  $.096
Monthly premium: $9.60

Group Term Life for children
Number of insurance units ($10,000 ÷ $1,000) 10
Rate per $1,000  x  $.10
Monthly premium: $1.00

Total monthly premium: $32.20

Paying premiums
Group life insurance is a convenient way to purchase protection. While you are an active employee of the University of Rochester, your life insurance premiums are conveniently deducted from your paycheck.

If you continue or port your GUL/GOTL or Dependent Term Life insurance coverage, you will be billed directly by Securian Life.
Enrolling for coverage

Enrolling within your initial 90-day eligibility period
You may enroll for one to eight times your annual salary in GUL or GOTL insurance (but not both) to a maximum of $1,500,000. Up to the lesser of six times your annual salary or $600,000 is guaranteed – no health questions or medical exam is required. If you request more than six times your annual salary or an amount greater than $600,000, you must provide evidence of insurability. If you are declined for amounts above the guaranteed issue maximum, you will not be eligible for automatic coverage increases due to salary increases, but may apply for additional coverage by providing Evidence of Insurability.

If your online profile is not yet set up with Securian when you wish to enroll for coverage, you may complete a paper form to take advantage of the guaranteed issue coverage opportunity immediately. Forms are available by calling Securian Life at 1-800-941-2192 or by sending an email to LifeBenefits@securian.com. Please specify if you want an application for Group Universal Life or for Group Optional Term Life.

If you enroll for either GUL or GOTL, you also may elect one times your annual salary of Optional AD&D coverage, to a maximum of $1,500,000. No health questions or medical exam is required. Guaranteed issue coverage is effective on the date you sign the application. Coverage requiring evidence of insurability is effective on the date it is approved by Securian Life. You will see the deduction from your pay on the next pay date coinciding with or following the date the new coverage is processed by Securian Life.

You can elect $10,000, $25,000, $50,000, or $100,000 of Group Term Life insurance for your spouse/domestic partner (not to exceed eight times your annual salary). Up to $50,000 of spouse/domestic partner coverage is guaranteed – no health questions or medical exam is required. (A spouse/domestic partner is not eligible for guaranteed issue coverage if he or she is receiving or entitled to receive any sick pay or disability benefits due to sickness or injury; confined at home or in a care facility under the care of a physician for sickness or injury; or in a chemotherapy, radiation therapy or dialysis treatment program.) To apply for domestic partner coverage, you must sign and file with the Benefits Office the University’s Certification of Domestic Partner Status in addition to completing the insurance application. The form is available at the Benefits Office or online at www.rochester.edu/benefits/health. You may elect $2,500, $5,000 or $10,000 of Group Term Life insurance for dependent children. Up to $10,000 is guaranteed – no health questions or medical exam is required.

Enrolling after your initial 90-day eligibility period
Evidence of insurability is required if you enroll at any time after your initial eligibility period for any amount of insurance, unless you are enrolling as the result of a qualifying event (see page 13) or during Open Enrollment.

Enrolling during annual Open Enrollment
Without providing evidence of insurability, you may enroll in or increase your GUL/GOTL coverage by one salary multiple – up to the lesser of six times your annual salary or $1,000,000. You may also add Optional AD&D coverage of one salary multiple at each Open Enrollment period without answering health questions or having a medical exam. You are not eligible for the guaranteed issue coverage if you previously have been declined for coverage. If you are not actively at work during the enrollment period, you will have 31 days to enroll or increase your coverage once you return to work. If you are not actively at work on the effective date of your coverage, your coverage will be effective when you return to work.

If you are increasing your coverage by more than one salary multiple, to a multiple greater than six times your annual salary or to an amount greater than $1,000,000 during Open Enrollment, you must provide evidence of insurability for the amount above the limits.
You may transfer your current amount of GUL to GOTL, or vice versa, during Open Enrollment by completing a Request to Transfer Coverage Form available online at LifeBenefits.com, by calling Securian Life at 1-800-941-2192 or by sending an email to LifeBenefits@securian.com.

Changing the amount of your insurance

Increasing your coverage

You may request to increase your GUL/GOTL or Dependent Group Term Life insurance at any time by providing evidence of insurability. Requests to increase coverage can be made online at LifeBenefits.com or by completing a Life Insurance Change Request form available online at LifeBenefits.com, by calling Securian Life at 1-800-941-2192 or by sending an email to LifeBenefits@securian.com. Once a decision has been made about your Evidence of Insurability, you will receive a confirmation from Securian Life.

Decreasing or canceling your coverage

You may decrease your GUL/GOTL or Dependent Group Term Life insurance to a lower salary multiple or increment or cancel your coverage at any time. Decreases may be requested online at LifeBenefits.com. You also may request a decrease or cancel coverage by completing a Life Insurance Change Request Form available online at LifeBenefits.com, by calling Securian Life at 1-800-941-2192 or by sending an email to LifeBenefits@securian.com.

Qualifying event

Within 90 days of a qualifying family status change, you may enroll in or increase your GUL/GOTL coverage amount without evidence of insurability, up to the lesser of six times your annual salary or $1,000,000. A qualifying family status change includes marriage/establishment of a domestic partnership, divorce/termination of a domestic partnership, death of a spouse/domestic partner or the birth or adoption of a child. If enrolling for GUL/GOTL coverage, you also may elect Optional AD&D coverage of one salary multiple. To take advantage of this guaranteed issue offer, you must be actively at work and may not have been previously declined for coverage under the plan.

Within 90 days of a qualifying family status change, you may elect additional dependent coverage without evidence of insurability – up to $50,000 of Group Term Life insurance coverage for a new spouse/domestic partner or up to $10,000 of Group Term Life insurance coverage for a newborn or newly adopted dependent child(ren). You must be enrolled in either GUL or GOTL insurance and actively at work to take advantage of these guaranteed amounts of coverage. (A spouse/domestic partner is not eligible for guaranteed coverage if he or she is receiving or entitled to receive any sick pay or disability benefits due to sickness or injury; confined at home or in a care facility under the care of a physician for sickness or injury; or in a chemotherapy, radiation therapy or dialysis treatment program.)
Effective Dates for Coverage Changes and Payroll Deductions

<table>
<thead>
<tr>
<th>Coverage Change Type</th>
<th>The Change in Coverage is Effective</th>
<th>Your Premium Deduction Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary increase</td>
<td>On the date of the change in salary, or for an amount exceeding $1,000,000, on the date of approval by Securian Life.</td>
<td>The next pay date coinciding with or following the first of the month the date the change is processed by Securian Life.</td>
</tr>
<tr>
<td>Salary decrease</td>
<td>If change is received by Securian Life by the 25th of a month, on the first day of the following month; otherwise, on the first day of the second following month.</td>
<td>The next pay date coinciding with or following the date the change is effective.</td>
</tr>
<tr>
<td>Request for increase in coverage</td>
<td>On the date you sign the request, if evidence of insurability is not required; otherwise on the date of approval by Securian Life.</td>
<td>The next pay date coinciding with or following the date the change is processed by Securian Life.</td>
</tr>
<tr>
<td>Request for decrease in coverage</td>
<td>If request is received by Securian Life by the 25th of a month, on the first day of the following month; otherwise, on the first day of the second following month.</td>
<td>The next pay date coinciding with or following the date the change is effective.</td>
</tr>
<tr>
<td>Voluntary termination of coverage</td>
<td>The first day of the month following the date the request is received by Securian Life.</td>
<td>The next pay date coinciding with or following the date the change is effective. (Any excess premium collected will be refunded by Securian Life.)</td>
</tr>
</tbody>
</table>

When changes become effective

A request for an increase in coverage will be effective on the date you sign the request if evidence of insurability is not required; otherwise, on the date of approval by Securian Life. A request for a decrease in coverage, if received by Securian Life by the 25th of a month, will be effective on the first day of the following month; otherwise, on the first day of the second following month. A request for cancellation of coverage will be effective on the first day of the month following the date the request is received by Securian Life. See the chart “Effective Dates for Coverage Changes and Payroll Deductions” above.

If the insured becomes terminally ill

If the insured becomes terminally ill with a life expectancy of 12 months or less, the Accelerated Death Benefit feature allows the insured to elect a lump-sum advance of up to 100 percent of the total death benefit in lieu of the death benefit being paid to the policy beneficiary. The employee maximum is $1,000,000 (University-Paid Basic Term and employee-paid optional coverage combined). The minimum amount that can be paid as an accelerated benefit is $50,000 or 25 percent of the total benefit, if less.
If you are on sick leave
University-Paid Basic Term Life, University-Paid AD&D insurance, GUL/GOTL insurance, Optional AD&D coverage and Group Term Life insurance for dependents will be continued when an active* faculty or staff member is receiving benefits under the Sick Leave Plan for Short-Term Disability, and during the first six months that an individual is receiving Workers’ Compensation lost-time benefits for a job-related disability.

Faculty and staff members must continue to pay premiums for any employee-paid coverage.

* The Life Insurance Plan’s suspension or cancelation date(s) will apply for individuals whose statutory sick leave benefits begin after the effective date of leave of absence, layoff, retirement, termination or change to an ineligible status. Please see pages 15-20.

If you become totally disabled

University-Paid Basic Term Life insurance

If approved total disability continues beyond six months, coverage for both your University-Paid Basic Term Life insurance and Basic AD&D will continue while you are receiving benefits under the University Long-Term Disability Plan. If such a total disability is not continuously approved, and you do not return to active University employment, the University-Paid Basic Term Life may be continued by paying premiums directly to Securian Life. University-Paid Basic AD&D coverage terminates.

GUL/GOTL insurance

If you become totally disabled – defined as the “inability to engage in any occupation for remuneration or profit for which you are reasonably suited by education, training or experience” – you may not have to pay premiums for your GUL/GOTL, Optional AD&D or Dependent Term Life insurance.

Certain conditions apply, such as:

- Your total disability begins before age 60; and
- You have been totally disabled for at least six months.

If your claim for premium waiver is approved, Securian Life will pay the premium charges for your GUL/GOTL, Optional AD&D and Dependent Term Life insurance until you reach age 65, recover or surrender your certificate, whichever comes earlier.

If you are on an unpaid leave of absence, military leave or layoff

Coverage for both University-Paid Basic Term Life and University-Paid Basic AD&D insurance will continue for faculty/staff members on an approved leave of absence, military leave or for staff members with two or more years of service placed on an indefinite layoff.

Coverage for both University-Paid Basic Term Life and University-Paid Basic AD&D insurance will continue for staff members eligible for the coverage who are placed on a temporary layoff.

For staff members with less than two years of service placed on an indefinite layoff, University-Paid Basic Term Life and University-Paid Basic AD&D insurance cancels as of the effective date of the change in status. Continuation/portability options for both University-Paid and any employee-paid optional coverage are the same as for terminating faculty/staff members. Please see “If you terminate or change to an ineligible status” for coverage continuation options.
Unless the faculty/staff member cancels the coverage by written consent, any GUL/GOTL, Optional AD&D and Dependent Term Life insurance will be continued for faculty/staff members on an approved leave of absence, military leave or on a temporary layoff, or for staff members with two or more years of service placed on an indefinite layoff. (Faculty or staff members who do not cancel their GUL/GOTL, Optional AD&D or Dependent Term Life insurance will be billed by Securian Life for the premium.)

If you terminate or change to an ineligible status

University-Paid life insurance will be canceled as of the effective date of your change in status. Any employee-paid optional life insurance will be canceled at the end of the month of your (or your dependents') loss of eligibility or change in status. If your domestic partnership ends, you must notify the University within 60 days of terminating the relationship and file a Statement of Termination of Domestic Partnership with the University Benefits Office.

Faculty and staff members may elect to continue University-Paid Basic Term Life, GUL/GOTL, Optional AD&D and Optional Dependent Term Life insurance. Coverage continuation options are described below and shown on the diagram on page 19.

See the “Coverage Continuation Options” chart to view the continuation process as a diagram.

Continuing University-Paid and employee-paid term life insurance

As a faculty/staff member who was previously eligible for Group Term Life insurance coverage through the University of Rochester, you may elect to continue the following coverages for one year prior to porting or converting coverage:

- University-Paid Basic Term Life
- Group Optional Term Life (GOTL)
- Optional Accidental Death and Dismemberment (AD&D)
- Optional Dependent Group Term Life

A dependent who loses eligibility also may elect to continue coverage for one year prior to porting or converting coverage.

Faculty and staff members will be notified by the University of Rochester of their right to continue coverage. You will need to notify Securian when your dependents are no longer eligible for coverage by completing a Life Insurance Change Request form available online, by calling 1-800-941-2192 or by sending an email to LifeBenefits@securian.com. Insureds have 31 days from the date the coverage would otherwise terminate to complete the Continuation/Portability Election form and return it to Securian Life. Faculty/staff members who receive notice more than 15 days after the event that results in termination or reduction of coverage will have another 45 days (but not beyond 90 days) to exercise the continuation right.

Premium rates for continued/ported coverage are shown on page 18. University of Rochester retirees pay the same rates as active employees.

After one year of continuation coverage, faculty/staff members under age 70 may “port” their University-Paid Basic Term Life and Group Optional Term Life (GOTL) insurance (“Group Term Life insurance”). If you port your GOTL insurance, you also may port your Optional AD&D coverage, all or a portion of Group Term Life insurance coverage elected for your spouse/domestic partner and all or a portion of Group Term Life insurance coverage elected for your dependent child(ren). Securian Life will continue to bill you for the premiums. You “elect” to port coverage simply by continuing to pay the premiums. All continued/ported coverage is provided without evidence of insurability. Premiums may be higher than those paid by active employees.
• **If you are under age 65 at the time you port**, you may port up to $500,000 of your combined University-Paid and employee-paid Group Term Life insurance, up to $100,000 of Group Term Life insurance for your spouse/domestic partner and up to the full amount of Group Term Life insurance elected for your dependent children. Any amounts above these maximum limits may be converted to an individual life policy within 31 days of porting.

• **If you are age 65 or older (but under age 70) when you port**, you may port up to 65 percent of your current amounts – up to $325,000 for yourself and up to $65,000 for your spouse/domestic partner. There is no reduction of Group Term Life insurance for dependent children. Any amounts of coverage lost because of the age reduction may be converted to an individual life policy within 31 days of the reduction.

• **When the employee turns 65 after porting** you and your spouse’s/domestic partner’s Group Term Life insurance reduces to 65 percent of the amount of coverage in force the day prior to porting. There is no reduction of Group Term Life insurance for dependent children. Any amounts of coverage lost because of the age reduction may be converted to an individual life policy within 31 days of the reduction.

• **If you are age 70 or older when the one year continuation period ends** you may convert Group Term Life insurance for you, your spouse/domestic partner and for your dependent children to individual life policies. You have 31 days after the one year of continuation coverage to convert.

The employee’s ported Group Term Life insurance terminates at the employee’s age 70. Ported dependent coverage terminates when the spouse/domestic partner or child is no longer eligible under the terms of the group policy or when the employee turns age 70, whichever comes first.
Group Term Life Insurance Rates for Continued or Ported Coverage
Monthly Rates per $1,000

<table>
<thead>
<tr>
<th>Age</th>
<th>Employee Non-Smoker</th>
<th>Employee Smoker</th>
<th>Spouse/Domestic Partner Non-Smoker</th>
<th>Spouse/Domestic Partner Smoker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 30</td>
<td>$0.093</td>
<td>$0.106</td>
<td>Under 30</td>
<td>$0.098</td>
</tr>
<tr>
<td>30-34</td>
<td>$0.106</td>
<td>$0.126</td>
<td>30-34</td>
<td>$0.109</td>
</tr>
<tr>
<td>35-39</td>
<td>$0.139</td>
<td>$0.174</td>
<td>35-39</td>
<td>$0.146</td>
</tr>
<tr>
<td>40-44</td>
<td>$0.161</td>
<td>$0.185</td>
<td>40-44</td>
<td>$0.169</td>
</tr>
<tr>
<td>45-49</td>
<td>$0.253</td>
<td>$0.301</td>
<td>45-49</td>
<td>$0.267</td>
</tr>
<tr>
<td>50-54</td>
<td>$0.394</td>
<td>$0.475</td>
<td>50-54</td>
<td>$0.411</td>
</tr>
<tr>
<td>55-59</td>
<td>$0.681</td>
<td>$0.833</td>
<td>55-59</td>
<td>$0.714</td>
</tr>
<tr>
<td>60-64</td>
<td>$0.933</td>
<td>$1.120</td>
<td>60-64</td>
<td>$0.983</td>
</tr>
<tr>
<td>65-69</td>
<td>$1.636</td>
<td>$1.960</td>
<td>65-69</td>
<td>$1.720</td>
</tr>
</tbody>
</table>

Rates increase with age and are not guaranteed. Retirees pay the same rates as active employees.

Monthly Optional AD&D Rate: $0.02 per $1,000
Monthly Child Term Life Rate: $0.115 per $1,000

One premium covers all eligible children in the family.

Continuing Group Universal Life (GUL) insurance

You do not need to apply to continue GUL coverage. Securian Life will automatically bill you to continue your GUL coverage and Optional AD&D, if any, as well as Group Term Life coverage you have for your spouse/domestic partner or dependent child(ren). Your ported GUL insurance and any Optional AD&D terminates at the earliest of: age 100, when you surrender your certificate or when there is insufficient cash value to pay for the insurance charges and a premium payment is not made during the 31-day grace period. Ported dependent coverage terminates when the spouse/domestic partner or child is no longer eligible under the terms of the group policy or when the employee’s GUL coverage terminates, whichever comes first.

Group Universal Life Insurance Rates for Continued or Ported Coverage
Monthly Rates per $1,000

<table>
<thead>
<tr>
<th>Age</th>
<th>Non-Smoker</th>
<th>Smoker</th>
<th>Non-Smoker</th>
<th>Smoker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 20</td>
<td>$0.065</td>
<td>$0.065</td>
<td>$7,089</td>
<td>$9,603</td>
</tr>
<tr>
<td>20-24</td>
<td>$0.087</td>
<td>$0.100</td>
<td>$7,885</td>
<td>$10,524</td>
</tr>
<tr>
<td>25-29</td>
<td>$0.100</td>
<td>$0.122</td>
<td>$8,722</td>
<td>$11,466</td>
</tr>
<tr>
<td>30-34</td>
<td>$0.117</td>
<td>$0.166</td>
<td>$9,627</td>
<td>$12,549</td>
</tr>
<tr>
<td>35-39</td>
<td>$0.155</td>
<td>$0.178</td>
<td>$10,625</td>
<td>$13,559</td>
</tr>
<tr>
<td>40-44</td>
<td>$0.243</td>
<td>$0.289</td>
<td>$11,709</td>
<td>$14,755</td>
</tr>
<tr>
<td>45-49</td>
<td>$0.364</td>
<td>$0.455</td>
<td>$12,906</td>
<td>$16,052</td>
</tr>
<tr>
<td>50-54</td>
<td>$0.611</td>
<td>$0.798</td>
<td>$14,226</td>
<td>$17,464</td>
</tr>
<tr>
<td>55-59</td>
<td>$0.898</td>
<td>$1.075</td>
<td>$15,612</td>
<td>$18,909</td>
</tr>
<tr>
<td>60-64</td>
<td>$1.574</td>
<td>$1.885</td>
<td>$17,029</td>
<td>$20,332</td>
</tr>
<tr>
<td>65-69</td>
<td>$1.984</td>
<td>$2.382</td>
<td>$18,313</td>
<td>$21,540</td>
</tr>
<tr>
<td>70</td>
<td>$2.803</td>
<td>$3.336</td>
<td>$19,522</td>
<td>$22,601</td>
</tr>
<tr>
<td>71</td>
<td>$3.146</td>
<td>$4.365</td>
<td>$20,918</td>
<td>$23,824</td>
</tr>
<tr>
<td>72</td>
<td>$3.478</td>
<td>$5.233</td>
<td>$22,525</td>
<td>$25,208</td>
</tr>
<tr>
<td>73</td>
<td>$2.675</td>
<td>$4.025</td>
<td>$24,363</td>
<td>$26,884</td>
</tr>
<tr>
<td>74</td>
<td>$3.834</td>
<td>$5.675</td>
<td>$26,295</td>
<td>$28,750</td>
</tr>
<tr>
<td>75</td>
<td>$4.220</td>
<td>$6.162</td>
<td>$28,218</td>
<td>$30,557</td>
</tr>
<tr>
<td>76</td>
<td>$4.654</td>
<td>$6.698</td>
<td>$29,826</td>
<td>$31,984</td>
</tr>
<tr>
<td>77</td>
<td>$5.155</td>
<td>$7.310</td>
<td>$31,097</td>
<td>$32,998</td>
</tr>
<tr>
<td>78</td>
<td>$5.729</td>
<td>$8.002</td>
<td>$32,127</td>
<td>$34,463</td>
</tr>
</tbody>
</table>

Rates increase with age and are not guaranteed. Retirees pay the same rates as active employees.
University of Rochester
Coverage Continuation Options

Coverage continuation options

<table>
<thead>
<tr>
<th>Group Term Life</th>
<th>Group Universal Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>(University-Paid Term Life and Group Optional Term Life)</td>
<td></td>
</tr>
<tr>
<td>Basic AD&amp;D terminates. Continue Life and Optional AD&amp;D or Life Only</td>
<td>Billed for GUL and AD&amp;D or GUL Only</td>
</tr>
<tr>
<td>Up to the full amount can be continued for one year at term ported rates</td>
<td>Securian Life will automatically bill you at ported GUL rates; There is no maximum coverage limit</td>
</tr>
<tr>
<td>Life and AD&amp;D coverage must now be ported or canceled or life only may be converted</td>
<td>Process complete</td>
</tr>
<tr>
<td>The full amount of life coverage can be converted to individual life</td>
<td></td>
</tr>
<tr>
<td>Up to $500,000 ($325,000 if ≥ age 65) can be ported. Insured must be under age 70; Reduced coverages over the port limit can be converted</td>
<td></td>
</tr>
<tr>
<td>Process complete</td>
<td>Process complete</td>
</tr>
</tbody>
</table>

See pages 16-18 for a detailed description of coverage continuation options for you and your dependents.
If you are rehired
As a result of previous employment with the University, you may have elected to port your optional group life insurance coverage and pay premiums directly to Securian Life. If you are later rehired to a benefit eligible (full or part-time) position at the University, the optional group life insurance (GUL or GOTL) and the multiple of salary (one to eight times) you continued will be automatically transferred back to “active” status with the University. The optional group life insurance amount will be based on your annual salary at rehire and your premiums will be deducted from your paycheck at the active employee rate. (Your coverage amount will change as your annual salary changes.)

In addition, as a newly benefit eligible (full or part-time) faculty or staff member of the University of Rochester, you are eligible to enroll for Group Optional Term Life (GOTL) or Group Universal Life (GUL) coverage of one to eight times your annual salary at rehire. Up to the lesser of six times your annual salary or $600,000 is guaranteed - no health questions or medical exam is required - if elected within 90 days of initial eligibility. Therefore, you have the opportunity to increase the multiple of salary you previously had, if you do so within 90 days of rehire.

If, however, you want to keep the amount of coverage you ported when you left the University and continue to pay premiums directly to Securian Life at the ported rates, contact Securian Life at 1-800-941-2192 or send an email through LifeBenefits@securian.com within 90 days of your rehire.

When you retire
Coverage for both your University-Paid Basic Term Life and AD&D insurance will end when you retire.

However, those who were actively employed at the University of Rochester and were at least age 50 or older with 10 or more years of service at the University as of July 1, 1996, will receive University-Paid Basic Term Life insurance at retirement equal to $10,000 if they are full-time; $5,000 if they are part-time.

University-Paid Basic Term Life insurance that is not continued as a retiree can be continued for one year, then ported or converted to an individual life policy. You also may continue your GUL/GOTL, Optional AD&D and Dependent Term Life insurance. Continuation and conversion are described under “If you terminate or change to an ineligible status” on pages 16-17. Retirees pay the same rates as active employees pay under the plan for GUL/GOTL insurance, Optional AD&D coverage and Dependent Term Life insurance.
How to enroll/designate your beneficiary

**Online**
Log on to www.rochester.edu/people with your NetID and click on “Securian Life.” Or, log on to LifeBenefits.com, using the ID and password included in the enrollment packet that is sent to your home, and follow the online instructions.

**On paper**
Online enrollment is strongly encouraged. If you do not have access to a computer or the internet, follow the instructions below to complete the paper forms provided in the enrollment packet. Forms are also available at LifeBenefits.com or www.rochester.edu/benefits/life or may be requested by calling Securian Life Customer Service at 1-800-941-2192 or email LifeBenefits@securian.com.

If you are designating a beneficiary for University-Paid Basic Term Life and Basic AD&D insurance

- Complete the Beneficiary Designation and Change Request form to name a beneficiary for your University-Paid Basic Term Life and Basic AD&D insurance. You are automatically enrolled for your University-Paid Basic Term Life and Basic AD&D insurance if you are a regular full-time or part-time faculty or staff member.

If you are applying for Group Universal Life (GUL) insurance

- Complete the Group Universal Life Application, including the amount you want to contribute to the cash accumulation account, if any.
- If you wish to elect coverage for your spouse/domestic partner or children, provide the information requested.
- If applying for more than the guaranteed issue amounts for yourself or your spouse/domestic partner, also complete the Group Life Insurance Evidence of Insurability form.

If you are applying for Group Optional Term Life (GOTL) insurance

- Complete the Group Life Insurance Enrollment form, including the beneficiary information.
- If you wish to elect coverage for your spouse/domestic partner or children, provide the information requested.
- If applying for more than the guaranteed issue amounts for yourself or your spouse/domestic partner, also complete the Group Life Insurance Evidence of Insurability form.

Sign and date all forms and return them to Securian Life or fax both sides of each form to 1-651-665-1542.
Sample forms

Group Universal Life Application

Group Term Life Insurance Enrollment

Group Life Insurance Evidence of Insurability

Beneficiary Designation and Change Request
Filing a claim for benefits

University-Paid Basic Term Life insurance
In the event of the death of a faculty or staff member or retiree covered under the University-Paid Basic Term Life and University-Paid Basic AD&D insurance, that faculty or staff member’s beneficiary(ies) should contact the Benefits Office. Securian Life will provide a beneficiary statement which must be completed and returned by the beneficiary(ies) to Securian Life, along with a certified copy of the death certificate. In the event of accidental death, the beneficiary also should provide evidence that the death was accidental.

If a faculty or staff member is dismembered due to an accident, he or she should contact Securian Life at 1-888-658-0193 and complete the appropriate claim forms, submitting proof that the dismemberment was due to an accident.

GUL/GOTL/Optional AD&D
In the event of the death of a faculty or staff member or retiree covered under GUL/GOTL insurance, the faculty or staff member’s beneficiary(ies) should contact Securian Life directly at 1-888-658-0193. Securian Life will provide a beneficiary statement which must be completed and returned by the beneficiary(ies) to Securian Life, along with a certified copy of the death certificate. In the event of accidental death of a faculty or staff member, the beneficiary should also provide evidence that the death was accidental.

If the faculty or staff member is dismembered due to an accident, he or she should contact Securian Life directly at 1-888-658-0193 and complete the appropriate claim forms, submitting proof that the dismemberment was due to an accident.

Dependent Term Life
In the event of the death of a dependent (spouse/domestic partner or dependent child) covered under Dependent Term Life insurance, the faculty or staff member of the dependent should contact Securian Life at 1-888-658-0193. Securian Life will provide a beneficiary statement which must be completed and returned by the beneficiary to Securian Life, along with a certified copy of the death certificate.

Claims review procedure
The procedures that must be followed after the filing of an initial claim, including the responsibilities of the plan and information on how to appeal any denial of a claim, may be found in the University of Rochester Claims and Appeals Procedures for Non-Pension Benefits. You may view or obtain a copy of the detailed claims procedure by contacting the University of Rochester Benefits Office at 585-275-2084 or online at www.rochester.edu/benefits.
Plan information

• The University Plan Administrator for the Life Insurance is: Associate Vice President of Human Resources University of Rochester (ID No. 16-0743209)
  Office of Human Resources
  Benefits Office
  44 Celebration Drive, Suite 2300
  P.O. Box 270453
  Rochester, NY 14627-0453
  585-275-2084

• The Associate Vice President for Human Resources is the agent for legal process in any action involving the University of Rochester Life Insurance Plan.

• The Plan Year is from January 1 – December 31.

• The Plan Number is 505.

The University’s Life Insurance Plan is classified as a welfare benefit plan under ERISA. The Insurer for the University’s Life Insurance Plan is: Securian Life, 400 Robert Street North, St. Paul, MN 55101-2098, 1-800-941-2192 – phone, 651-665-1542 – fax.

Your rights under ERISA

As a Participant in the University’s Life Insurance Plan, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all Plan Participants are entitled to:

Receive information about your plan and benefits

1. Examine, without charge, at the Plan Administrator’s office all documents governing the plan, including insurance contracts, and a copy of the latest annual report (Form 5500 Series) filed by the Plan with the U.S. Department of Labor and available at the Public Disclosure Room of the Employee Benefits Security Administration.

2. Obtain copies of all documents governing the operation of the Plan and other Plan information upon written request to the Plan Administrator, including insurance contracts, copies of the latest annual report (Form 5500 Series) and an updated summary plan description. The Administrator may make a reasonable charge for the copies.

3. Receive a summary of the Plan’s annual financial report. The Plan Administrator is required by law to furnish you with a summary of the Plan’s financial report.

Prudent actions by plan fiduciaries

In addition to creating rights for Plan Participants, ERISA imposes duties upon the people who are responsible for operating the Plan. The people who operate your Plan, called “fiduciaries” of the Plan, have a duty to do so prudently and in the interest of you and other Plan Participants and beneficiaries. No one, including your employer, your union, or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining a life insurance benefit or exercising your rights under ERISA.
Enforce your rights

If your claim for a life insurance benefit is denied in whole or in part, you must receive a written explanation of the reason for the denial. You have the right to have the Plan review and reconsider your claim. Under ERISA, there are steps you can take to enforce the above rights. For instance, if you request materials from the Plan and don’t receive them within 30 days, you may file a suit in a federal court. In such a case, the court may require the Plan Administrator to provide the materials and pay you up to $110 a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the Administrator. If you have a claim for benefits that is denied or ignored in whole or in part, you may file suit in a state or federal court. If the Plan fiduciaries misuse the Plan’s money, or if you’re discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor, or you may file suit in a federal court. The court will decide who should pay court costs and legal fees. If you are successful, the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, for example, if it finds your claim is frivolous.

Assistance with your questions

If you have any questions about your Plan, you should contact the Plan Administrator. If you have any questions about this statement or about your rights under ERISA or if you need assistance obtaining documents from the Plan Administrator, you should contact the nearest Area Office of the Employee Benefits Security Administration, U.S. Department of Labor, listed in your telephone directory or the Division of Technical Assistance and Inquiries, Employee Benefits Security Administration, U.S. Department of Labor, 200 Constitution Avenue N.W., Washington, D.C. 20210. You may also obtain certain publications about your rights and responsibilities under ERISA by calling the publications hotline of the Employee Benefits Security Administration.

Definition of terms

The following terms are used to define eligibility for participation in the plan:

Annual salary: For an hourly-paid staff member, annual salary is standard annual hours times the hourly rate of pay; for a salaried faculty or staff member, annual salary is 12 times the regular monthly salary or 24 times the regular semi-monthly salary. For faculty members under the School of Medicine and Dentistry Master Clinical Faculty Compensation Plan, annual salary means “Targeted Salary.”

Appointment: The action which begins a relationship with the University in a specific position, such as a member of the faculty; the period during which such a relationship is in effect.

Continuous employment: Actively at work in a position eligible for the full range of University Benefit Plans. Absences due to Leave of Absence or Layoff would be included in determining continuous employment.

Full-time: For nonexempt job classifications (excluding those in PAS job classifications paid hourly): a regular weekly work schedule of at least 35 hours; for all professional, administrative, and supervisory (PAS) job classifications (including PAS paid on an hourly basis): a weekly work schedule of 40 hours or more; for faculty: a normal full teaching and research load as defined for the faculty by the college or school concerned.

Hired: For purposes of determining post-retirement benefits, “hired” is defined as an appointment to a position that is eligible for the full range of University Benefit Plans.

Layoff (indefinite): Indefinite suspension of University employment because of reduction of staff or elimination of a position for more than four months or for unspecified duration, not over one year.
**Layoff (temporary):** Temporary suspension of University employment because of reduction of staff or elimination of a position with the expectation of return to work within four months of the day the layoff begins.

**Leave of Absence:** Approved absence which does not end, but does change, the appointment relationship. Leave may be for research or study, to permit a visiting appointment elsewhere, for personal reasons, or for disability.

**Part-time:** A regular weekly or monthly schedule which is less than that required for full-time status but generally not less than 17.5 hours per week in the case of those in nonexempt and/or professional, administrative, and supervisory (PAS) job classifications. For faculty, it indicates that the individual carries at least half the normal (full) teaching and research load as defined for faculty by the college or school concerned.

**Regular:** Period of appointment in nonexempt and/or professional, administrative, and supervisory (PAS) job classifications that is expected to exceed four months, unless otherwise defined in collective bargaining agreements; period of appointment for faculty-instructional staff that is at least one year (or one academic year) or, if shorter, is expected to be renewed. Appointments primarily for furthering education (for example, graduate assistant) are not considered “regular” appointments.

**Rehired:** For purposes of determining post-retirement benefits, “rehired” is defined as an appointment to a position that is eligible for the full-range of University Benefit Plans from an appointment that was not eligible for the full range of University Benefit Plans or following termination or retirement.

**Retirement or Retire:** Ending of appointment (whether voluntary or involuntary) at normal retirement age (as defined by the University of Rochester Retirement Program) or beyond after having met the 10-year service requirement or,

- For Regular Full-Time and Part-Time faculty and staff **hired or rehired prior to 1/1/96** at an earlier age if the individual has reached age 55 and has met the 10-year service requirement. (The 10-year service requirement may be met by cumulative employment at the University or another higher education institution).
- For Regular Full-Time and Part-Time faculty and staff **hired or rehired 1/1/96 and thereafter** at an earlier age if the individual has reached age 60 and has met the 10-year service requirement. (The 10-year service requirement may be met by cumulative employment at the University or another higher education institution, as long as there is Continuous Employment at the University for the immediate five years prior to Retirement).

Once Retired, Post-Retirement Benefits continue to be based on status, age, and years of service at the time of initial Retirement, even if the Retiree returns to work. There is no adjustment to the Grandparent Level, years of service, or age calculation to determine the level of Post-Retirement Benefits based upon Post-Retirement Rehire and employment. However, in the event a Retiree returns to work and becomes eligible for Health Care Plan coverage, Dental Plan coverage, and/or University-Paid Basic Term Life insurance coverage because the Retiree has satisfied the eligibility criteria for active employees to participate, the Retiree will be limited to the active employee options, and will become ineligible for the Post-Retirement Benefit options.

**Retirees** (University Retired faculty and staff members): Regular Full-Time and Part-Time faculty and staff who were **hired or rehired prior to 1/1/96** and who have retired and:

1. reached age 55 and
2. met the 10-year service requirement. (The 10-year service requirement may be met by cumulative employment at the University or another higher education institution).
Regular Full-Time and Part-Time faculty and staff who were hired or rehired on or after 1/1/96 and who have retired and:

1) reached age 60 and
2) met the 10-year service requirement. (The 10-year service requirement may be met by cumulative employment at the University or another higher education institution, as long as there is Continuous Employment at the University for the immediate five years prior to Retirement.

**Spouse:** The insured employee's lawful spouse by marriage, if the marriage was valid in the state or country where it was performed. An employee may not also be covered as a spouse under the University of Rochester Group Life Insurance Plan.

In addition, Domestic Partner eligibility requirements are described below. Domestic partners and their children are subject to the same plan guidelines which govern all other participants in the Plan.

An employee’s domestic partner can have the same or opposite gender as the employee. The employee and his/her domestic partner must satisfy all of the following criteria:

- Have an exclusive mutual commitment, similar to that of marriage;
- Are each other’s sole domestic partner and intend to remain so indefinitely;
- Neither partner is legally married under a marriage recognized by state or federal law;
- Are not related by blood to a degree of closeness which would prohibit legal marriage in the state in which the partners legally reside;
- Are at least eighteen (18) years of age and are legally competent to contract;
- Are currently residing together and have resided together in a common household for at least six consecutive months and intend to reside together indefinitely. The residency requirement can be suspended for up to 12 months when a spouse or partner resides in a different geographical area on a temporary basis.
- At least six months have elapsed since the Benefits Office has received a Statement of Termination of Domestic Partnership from either partner; and
- Share joint responsibility for the partners’ common welfare and financial obligations demonstrated by:
  a) the existence of a domestic partner agreement (a qualifying domestic partnership agreement is a legally binding agreement between two individuals creating personal and financial interdependence, i.e., joint and several liability for each other’s debts and expenses, responsibility for mutual care, etc.); and
  b) at least two other items showing joint responsibility, such as joint bank accounts, joint deed, mortgage agreement or lease, joint credit account or other liability, joint ownership of a motor vehicle, designation of domestic partner as primary beneficiary for life insurance or retirement contract(s), designation of domestic partner as primary beneficiary of will, durable power or health care power of attorney, co-parenting agreement, or adoption agreement.

**Termination:** Ending of appointment for reason other than retirement.
Securian Life is highly rated by the major independent rating agencies that analyze the financial soundness and claims-paying ability of insurance companies. For more information about the rating agencies and to see where our rating ranks relative to other ratings please see our website at securian.com/ratings.

Products are offered under policy form series 04-30686 and 04-30664.