

# Your Benefits Trust



basic life  
insurance



union benefits you can trust



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# introduction

## ABOUT THE TRUST

Union Benefits Trust (the Trust) exists to provide high-quality benefits and services to Union-represented public employees who work for the State of Ohio. Since 1993, the Trust has offered benefits to Union-represented State employees, and currently serves approximately 43,000 employees represented by OCSEA/AFSCME Local 11, District 1199/SEIU, OSTA, FOP/OLC, SCOPE/OEA and CWA. In part, the Trust delegates administrative responsibilities to designated claims administrators. For life insurance benefits, this claims administrator is The Prudential Insurance Company of America (Prudential).

## ABOUT THIS BOOKLET

This booklet describes the Trust's basic life insurance benefits effective July 1, 2000, and replaces earlier versions of the *Basic Life Insurance* plan booklet. If a discrepancy exists between the information in this booklet and the Basic Life Insurance booklet-certificate and the Group Insurance Contract from Prudential, these documents prevail.

## ANSWERING YOUR QUESTIONS

This booklet outlines eligibility requirements, benefits payable and benefit limitations. It has been specially designed to make it easier for you to find information you need to understand your benefits. We encourage you to use this summary as your first source of information when you have questions. If you cannot find an answer to your question, please contact the Trust or Prudential using the information on the back cover of this booklet. You also can contact your Payroll/Personnel Officer.



# eligibility

## EMPLOYEES

Members of participating Unions are eligible for basic life insurance benefits the first of the month following one year of continuous State Service automatically at no cost. To be eligible, you must first be a full or part-time permanent employee and a member of:

- OCSEA/AFSCME – Units 3-9, 13, 14, 45, 50, 55
- District 1199/SEIU – Units 11, 12
- OSTA – 1, 15
- FOP/OLC – Units 2, 46, 48
- SCOPE/OEA – Unit 10 or
- CWA – Unit 40.

Established term employees are eligible unless excluded by an agency-specific agreement. See your Payroll/Personnel Officer for details.

Accidental death benefit coverage varies by Union and unit:

- Occupational-only Accidental Death benefits are available for those represented by OCSEA, SCOPE/OEA, FOP/OLC unit 48, CWA.
- 24-Hour Accidental Death and Dismemberment benefits are available for those represented by District 1199/SEIU, OSTA, FOP/OLC unit 2 and 46.

## DEPENDENTS

No basic life insurance benefits are available to dependents. See the *Supplemental Life Insurance* booklet.



# enrollment

## EFFECTIVE DATES

For members who are actively at work, coverage automatically will be effective on the first day of the month following one year of continuous State service. For example, if your hire date is July 1, 2004, your coverage will begin on August 1, 2005. If you're not actively at work on the date your coverage would otherwise begin, your coverage will take effect on the date you return to work.

## COST OF COVERAGE

Basic life insurance coverage and accidental death benefits are provided at no cost to you.

## your coverage

### WHEN YOU ARE ON LEAVE

In some cases your basic life insurance coverage and accidental death benefits may continue when you are not actively at work for the length of your authorized State leave. See your Payroll/Personnel Officer for details on continuation.

### WHEN YOUR COVERAGE ENDS

Your basic life insurance and accidental death benefits end on the last day of the calendar month in which you no longer meet eligibility

requirements. However, in certain circumstances, you may convert your coverage as stated in the section below.

### BENEFITS CONVERSION

You can convert your basic life insurance coverage to an individual life insurance contract if you pay the first premium to Prudential within 45 days after your coverage ends. To convert your coverage, contact Prudential using the information on the back cover of this booklet.



# basic life insurance

## BENEFITS

Your basic life insurance benefit equals one times your basic annual earnings (rounded to the next higher thousand) up to a maximum of \$150,000; your benefit will not be less than \$10,000 (the minimum).

Basic annual earnings include your regular payment from the State of Ohio during a 12-month period, but not any commissions, bonuses, overtime or fringe benefits. Your basic annual earnings for this purpose will be your hourly total rate of pay times 2,080 if you are working full time or 1,040 if you are working part time.

Your basic life insurance will increase automatically as your total rate of pay increases.

## ACCELERATED DEATH BENEFITS

If you become terminally ill while covered by this basic life insurance, you may elect to receive some of the value of your benefits before your death. You are eligible for accelerated death benefits if you have been diagnosed with a terminal illness and you have less than 12 months to live according to the diagnosis.

You can request up to 50% of your basic life policy amount, up to a \$75,000 cap. When combined with supplemental life insurance, your total accelerated death benefits may not exceed \$150,000.

You may elect to receive a lump sum or payment in twelve equal monthly installments; either payment option is subject to a transaction fee of up to \$150. If you select the lump sum option, your payments will be discounted by Prudential at a rate equal to the yield of 90-day Treasury Bills on the day they receive proof that you are terminally ill. Contact Prudential using the information on the back cover of this booklet to inquire about the exact amount of accelerated death benefits available to you.



# accidental death benefits

Accidental death benefit coverage varies by Union and unit; see below to determine which coverage information pertains to you.

## OCCUPATIONAL-ONLY ACCIDENTAL DEATH BENEFITS

Accidental death benefits are available for those represented by **OCSEA, SCOPE/OEA, FOP/OLC unit 48 and CWA.**

If you sustain an injury while on the job and die within 365 days as a result of the injury, your combined basic life and accidental death benefit is double your basic annual earnings, up to the maximum of \$150,000; your doubled benefit may not exceed the combined maximums of \$300,000.

For example, if your basic life insurance benefit is \$28,000, your accidental death benefit would be an additional \$28,000. If you were killed in an accident while on the job, your combined benefit payable to your beneficiary would be \$56,000. If however, you died in an accident while on vacation, only your basic life insurance benefit would apply (and supplemental life insurance, if any, you had purchased).

You will receive an additional benefit for loss of life as a result of an accident occurring in the course of State business in a four-wheel vehicle while using a seat belt. This additional benefit is the lesser of: 10% of your amount of insurance or \$10,000. However, if you die as a result of an accident occurring in the course of State business in a four-wheel vehicle equipped with a supplemental restraint system (air bags) while using a seat belt, your total additional benefit is the lesser of: 20% of your amount of insurance or \$20,000. You will not receive this additional benefit if you die as the result of an accident in a race, speed or endurance test, or if you are acrobatic or stunt driving.

## 24-HOUR ACCIDENTAL DEATH AND DISMEMBERMENT BENEFITS

24-hour accidental death and dismemberment benefits are available for those represented by **District 1199/SEIU, OSTA and FOP/OLC unit 2 and 46.**

If you sustain an injury and die within 365 days as a result of the injury, your combined basic life and accidental



death benefit is double your basic annual earnings, up to the maximum of \$150,000; your doubled benefit may not exceed the combined maximums of \$300,000.

For example, if your basic life insurance benefit is \$28,000, your accidental death benefit would be an additional \$28,000. If you were killed in an accident (whether on the job or not) your combined benefit payable to your beneficiary would be \$56,000 (and supplemental life insurance, if any, you had purchased).

In addition to loss of life, benefits are paid for losses caused by an accidental injury. Losses include your loss of sight, hand or foot, speech, hearing, thumb and index finger of the same hand and loss due to quadriplegia, paraplegia or hemiplegia. The amount payable depends on the type of loss. The most paid for all losses in any one accident is the amount of your accidental death benefit.

You will receive an additional benefit for loss of life as a result of an accident in a four-wheel vehicle while using a seat belt. This additional benefit is the lesser of: 10% of your amount of insurance or \$10,000. However, if you die as a result of an accident in a four-wheel vehicle equipped with a supplemental restraint system (air bags) while using a seat belt, your total additional benefit is the lesser of: 20% of your amount of insurance or \$20,000. You will not receive this additional benefit if you are die as the result of an accident in a race, speed or endurance test, or if you are acrobatic or stunt driving.



## EXCLUSIONS

Regardless of unit or Union, no **accidental death** coverage is provided for losses caused by:

- Suicide or attempted suicide, while sane or insane.
- Intentionally self-inflicted injuries or any attempt to inflict such injuries.
- Sickness, whether your death results directly or indirectly from the sickness.
- Medical or surgical treatment of sickness, whether your death results directly or indirectly from the treatment.
- Any infection, but not a:
  1. pyogenic infection resulting from an accidental cut or wound or
  2. bacterial infection resulting from accidental ingestion of a contaminated substance.
- War, or any act of war, declared or undeclared, including resistance to armed aggression.
- Accident that occurs while you are serving on full-time active duty in any armed forces (service in the

reserves or training for National Guard duty is covered and not part of this exclusion).

- Travel or flight in any vehicle used for aerial navigation, if you are:
  1. a passenger in any aircraft not intended or licensed for the transportation of passengers unless you are actively at work for the State in that function or
  2. performing as a pilot or crew member of any aircraft unless you are actively at work for the State in that function.
- Commission of or attempt to commit a felony.
- Being legally intoxicated from the use of alcohol while driving a motor vehicle.
- Taking drugs, sedatives, narcotics, barbiturates, amphetamines or hallucinogens, unless prescribed or administered by a doctor.

See exclusions on pages 7 and 8 for seatbelt and supplemental restraint additional benefits.



# beneficiaries

A beneficiary is a person chosen by you, on a form provided by Prudential, to receive your basic life insurance benefits and any accidental death benefits. You have the right to choose a beneficiary and, using a form provided by Prudential, to change that beneficiary at any time without the consent of the present beneficiary. The change will take effect on the date the form is signed by you as long as the form is received by Prudential. Your basic life and any accidental death benefits will be paid to your basic life beneficiary, but you may have a different beneficiary for basic life insurance than for supplemental life insurance. You can designate one beneficiary, your estate or more than one beneficiary. Here are the some common examples:

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## To designate

<i>One person</i>	Write on the form the name and relationship in the space provided If the beneficiary is not related to you, show the relationship as "Friend."
<i>Your estate</i>	Estate
<i>Two persons</i>	John J. Jones, father and Mary R. Jones, mother
<i>Three persons or more</i>	James O. Jones, brother; Peter I. Jones, brother; and Martha Jones, sister
<i>Unnamed children</i>	My children living at my death from my marriage to Lois P. Jones
<i>One contingent beneficiary</i>	Lois P. Jones, wife, if living; otherwise Herbert I. Jones, son
<i>More than one contingent beneficiary</i>	Lois P. Jones, wife, if living; otherwise Herbert I. Jones, son, Alice B. Jones, daughter and Ann Y. Jones, daughter
<i>Unnamed children as contingent beneficiaries</i>	Lois P. Jones, wife, if living; otherwise children living at my death from my marriage to said wife

If none of the examples above are suitable, explain what you want on the Prudential beneficiary form or attach a note. If you name more than one beneficiary, settlement will be made in equal shares to the designated beneficiary or beneficiaries that survive you, unless otherwise provided for in the designation. If no beneficiary designation is made under the group policy (or if there is no surviving designated beneficiary and the beneficiary designation does not indicate how the insurance proceeds are to be distributed), the settlement will be made in this order of survivorship: spouse, children, parents, brothers and sisters; and if there are no such relatives surviving the insured, settlement will be made to the estate. See the section on

## *Mode of Settlement.*

# claims & plan administration

Benefits are paid to the beneficiary (beneficiaries) on file with Prudential. To file a death or accident claim, call Prudential for information at their toll-free number, 800-778-3827 or send a certified copy of the death certificate directly to Prudential (address at right).

## MODE OF SETTLEMENT

Life insurance proceeds are typically paid to the beneficiary in one sum, but a different mode of settlement can be arranged with Prudential for all or part of the insurance. For example, you can arrange to be paid in installments as long as each installment is no less than \$20.

## PLAN NAME AND TYPE

Union Benefits Trust  
Insured Life Insurance Plan

## PLAN SPONSOR

Union Benefits Trust

## TRUSTEES

Seven representatives from OCSEA/AFSCME Local 11, one each from District 1199/SEIU, OSTA, FOP/OLC, SCOPE/OEA, and one representative appointed by the State.

## HOW THE PLAN IS ADMINISTERED

Through an insurance contract and an administrative services agreement with The Prudential Life Insurance Company of America.

## HOW THE PLAN IS FUNDED

Plan benefits are funded directly and indirectly by funds provided to Union Benefits Trust by the State of Ohio through a collective bargaining agreement with the Ohio Civil Service Employees Association AFSCME Local 11 AFL-CIO and other participating Unions.

## PLAN YEAR

July 1 – June 30

## THE PRUDENTIAL INSURANCE COMPANY OF AMERICA

Life Claims Supervisor  
P.O. Box 13676  
Philadelphia, Pennsylvania 19101  
800-778-3827

## UNION BENEFITS TRUST

390 Worthington Road  
Suite B  
Westerville, Ohio 43082-8332  
614-508-2255

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# where to find help

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FOR GENERAL INFORMATION ABOUT LIFE INSURANCE AND FORMS

**TRUST CUSTOMER SERVICE**

800-228-5088

614-508-2255

<http://www.benefitstrust.org>

Payroll/Personnel Officer at your facility

FOR QUESTIONS ABOUT DEATH CLAIMS, ACCIDENT CLAIMS,  
ACCELERATED DEATH BENEFITS OR COVERAGE AMOUNTS

**PRUDENTIAL**

800-778-3827