

College Procedure: 402.5 – Life Insurance

Policy Reference: 402 – Employee Benefits and Compensation
Responsible Department: Human Resources
Approval Authority: Cabinet
Procedure Owner: Vice President, Human Resources and Institutional Effectiveness
Effective Date: 02/25/2013

Version Number: 3
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

Group life insurance coverage is one of the benefits extended by the College for full-time employees unless otherwise stated in the KFA Master Agreement.

The Procedure

Kirkwood provides basic life and accidental death and dismemberment (AD&D) insurance for Board-approved, full-time employees in an amount equal to their base annual earnings times two, then rounded up to the next highest \$1,000. Coverage is effective on the first day of employment.

Non-board-approved, full-time employees are provided a life insurance benefit of \$50,000.

No medical underwriting is required.

Employees can purchase additional life insurance on themselves or family members, subject to providing evidence of insurability/medical underwriting.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	02/25/2013	Jim Choate, Vice President, Finance	New procedure
2	05/15/2017	Mick Starceovich, President	New template
3	06/11/2019	Cabinet	Procedure template