



Human Resources Benefits and You

COBRA AND LIFE INSURANCE CONVERSION

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) allows you and your eligible dependents (currently covered under the State's group health care, dental, vision or OSU's flexible benefits plan) to continue coverage for a limited time at your expense, as explained below.

Life Insurance conversion and portability options must be requested within 60 days of termination of coverage.

COBRA QUALIFYING EVENTS

18 Months Continuation of Coverage: Employees and currently covered dependents qualify if:

- The employee is terminating employment for any reason other than gross misconduct;
- The employee's hours were reduced below .75 Full Time Equivalent (FTE);
- The employee transfers into a position that is not eligible for benefits, such as a student or temporary position.
- The employee is not eligible for other group employee coverage.

29 Months Continuation of Coverage: Any employee or currently covered dependents qualify if:

- Eligible for 18 months continuation of coverage; and
- Are certified as disabled by the Social Security Administration before or within the first 60 days of COBRA continuation.

36 Months Continuation of Coverage: Dependents qualify who lose coverage because of:

- The death of a covered employee;
- Divorce or legal separation from a covered employee;
- Entitlement to benefits under Title XVIII of Social Security Act;
- Ineligibility as a dependent child under the requirements of the plan.

Note: Any change in dependent status as listed above should be reported to OSU Employee Services, 106 Whitehurst, within 30 days of the change. If a dependent becomes COBRA eligible, the COBRA premium will be at the member rate plus the administrative fee.

LIFE INSURANCE CONVERSION AND PORTABILITY OPTIONS

OSU offers eligible employees and dependents an opportunity to continue OSU paid life insurance and/or voluntary supplemental life coverage under the OSU/A & M Group Plan. The employee pays the entire cost of this coverage.

To continue your life coverage, call OSU Employee Services (405) 744-5449 to request the *Life Conversion Information Request* (if you are interested in converting your OSU life insurance) and/or the *Term Life Coverage Continuation Request* (if you are interested in continuing your voluntary supplement coverage). The cost for conversion of OSU paid employee life coverage under a personal policy is significantly higher than the cost of voluntary supplemental coverage. If you wish to continue voluntary supplemental life coverage on yourself and your dependents, the premium rates will follow the same rate schedule as active employees.

OSU Human Resources – 106 Whitehurst, Stillwater, Oklahoma 74078 – (405) 744-5449

QUESTIONS AND ANSWERS

Will continued health, dental, and vision coverage be the same as the coverage provided by the existing group policy?

Yes.

Will the health, dental and vision premium for continuation of coverage be the same as the premium currently being paid?

No. Please contact OSU Employee Services, 106 Whitehurst, (405) 744-5449, for current rates.

How do I notify my employer that I wish to continue health coverage for my dependents and myself?

When an employee terminates employment or reduces hours, the employee's home department should process an Employment Action form. When Payroll Services processes the Employment Action form, Employee Services will send a COBRA notification letter and election form to the employee's home address.

If dependents lose coverage because of a divorce, separation, death, or loss of dependent status, the dependent must contact OSU Employee Services. Upon receipt of this request, OSU Employee Services then mails a COBRA notification letter and application to the applicant.

How will payment be made for COBRA health/dental and/or vision?

When you return the COBRA enrollment form to Oklahoma State & Education Employees Group Insurance Board (OSEEGIB), they will instruct you regarding the payment schedule. All correspondence and payment will be directly with them.

How long will I be able to continue my supplemental life coverage?

You may retain supplemental coverage until age 70 as long as premiums are kept current.

Who should I notify if I want to continue my life insurance?

Requests for continuance must be made to Employee Services at 106 Whitehurst (405) 744-5449 (or your local Human Resources office) within 60 days of loss of coverage. Coverage not eligible for portability may be converted, or all coverage may be converted if you do not elect portability.

Employee Services will complete and sign the employer section of the request(s). You may either pick the form up or we will be glad to mail or fax it to you since you only have 60 days to submit the request.

How will payment be made for life insurance?

You will be directly billed at home on a quarterly basis for premium(s) due. A billing charge of \$3.50 will be added to each quarterly bill.

Who should I contact if I have additional questions about life insurance after I leave the University?

You may call the ING Employee Benefits/ReliaStar at 1-800-955-7736.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy, and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.