



The Civil Service Superannuation Board

Group Insurance Information

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Introduction

This booklet provides summaries of the Life Insurance, Accidental Death and Disablement Insurance, and Dependent Insurance plans for eligible members.

The Civil Service Superannuation Board (CSSB) administers the Insurance Plans. Canada Life is the licensed Insurance Company responsible for adjudication and claims payment.

This summary does not confer or create any contractual or other rights. All rights with respect to benefits are governed by the Master Policies issued by the Insurance Company. In the event of any variations between this summary and the provisions of the policies, the Master Policies will prevail. The Policies are available on request.

Important Notes

- When you become eligible for life insurance, you are automatically enrolled in Class 5 unless you select a lower Class of insurance.
- When you become eligible for life insurance you are automatically enrolled in the Dependents Insurance plan at the maximum number of insurance units. If you have no dependents or wish to choose fewer units, you must complete and return the required form to your employer.
- You can choose to continue or waive insurance while on a leave of absence or lay-off. If you don't complete and submit a waiver your insurance will continue and you will be responsible for the full cost of insurance.
- You may appoint or change your beneficiary subject to certain restrictions. For information or assistance, please contact your payroll/human resource department or the CSSB office for pensioners.

Life Insurance

Eligibility

Life Insurance may be compulsory for employees who become eligible to contribute to their employer's pension plan. Please contact your payroll/human resource office.

Effective Date of Insurance

Insurance coverage begins on the first day of the first complete pay period for which you are eligible for insurance.

Insurance Prior to Age 65

Life insurance is based on the Class (1-5) selected and multiplied by your annual salary (maximum insurance of \$1,000,000). When you become eligible for life insurance, you are automatically enrolled in Class 5 and contributions based on that Class will be automatically deducted. When completing the enrollment forms you may select a lower Class. See "Changes in the amount of insurance" for information about changes following initial enrollment.

Insurance at and After Age 65

Life insurance is reduced beginning at age 65. Reductions based on your age are effective on your birthdate. The following table provides the insurance applicable at different ages after age 64.

Age	% of Pre-Age 65 Insurance
Under 65	100%
65-69	75%
70-74	62.5%
75 and over	\$6,000 paid up policy

Example: An employee whose annual salary at age 65 is \$35,000 and has Class 5 insurance would have: $\$35,000 \times 5 \times 75\% = \$131,250$ of insurance

Contributions

Contributions are automatically deducted from your pay. The cost of Classes 1 to 4 is typically employee/employer shared. Cost sharing arrangements may vary for some employers.

Typical bi-weekly contributions for Classes 1 to 4 are 7.68¢/\$1,000 of insurance for employees and 2.91¢/\$1,000 of insurance for employers. Contributions for Class 5 are 10.59¢/\$1,000 of insurance and are fully employee paid.

Class	Annual Salary	Typical Bi-weekly Employee Contribution
1	\$30,000	$(30 \times 7.68\text{¢} \times 1) = \2.30
	\$50,000	$(50 \times 7.68\text{¢} \times 1) = \3.84
	\$90,000	$(90 \times 7.68\text{¢} \times 1) = \6.91
2	\$30,000	$(30 \times 7.68\text{¢} \times 2) = \4.61
	\$50,000	$(50 \times 7.68\text{¢} \times 2) = \7.68
	\$90,000	$(90 \times 7.68\text{¢} \times 2) = \13.82
3	\$30,000	$(30 \times 7.68\text{¢} \times 3) = \6.91
	\$50,000	$(50 \times 7.68\text{¢} \times 3) = \11.52
	\$90,000	$(90 \times 7.68\text{¢} \times 3) = \20.74
4	\$30,000	$(30 \times 7.68\text{¢} \times 4) = \9.22
	\$50,000	$(50 \times 7.68\text{¢} \times 4) = \15.36
	\$90,000	$(90 \times 7.68\text{¢} \times 4) = \27.65
5	\$30,000	$(30 \times 7.68\text{¢} \times 4) + (30 \times 10.59\text{¢}) = \12.40
	\$50,000	$(50 \times 7.68\text{¢} \times 4) + (50 \times 10.59\text{¢}) = \20.66
	\$90,000	$(90 \times 7.68\text{¢} \times 4) + (90 \times 10.59\text{¢}) = \37.18

Changes In the Amount of Insurance

Increases and decreases in the amount of insurance due to a change in your annual salary will be effective on the date the change is recorded on your employer's payroll system. Insurance amounts are not changed retroactively.

You may request increases or decreases in the Class of your insurance by completing the necessary forms available from your payroll/human resource office. If you decrease your Class of Life Insurance and later wish to increase it, you must provide medical evidence of insurability satisfactory to the Insurance Company. If medical examinations are required by the Insurance Company, they are your financial responsibility.

A reduction in your Class of Life Insurance may result in a reduction in your Accidental Death and Disablement Insurance.

Approved Leave of Absence or Lay-off

Your choice to continue or waive insurance while on a leave of absence or lay-off must be made in writing on the form available from your payroll/human resource office. If no completed form is submitted, your insurance will continue and you will be responsible for the full cost of insurance (10.59¢/\$1,000 of insurance).

Your insurance may be continued for up to two years by prepaying contributions for both the employee and employer portions. This may be extended for a further period of two years, subject to your employer's approval.

You can choose to waive insurance by completing and submitting the required form at any point of time during the leave of absence or layoff, subject to the total maximum duration. If insurance is waived, your insurance will terminate on the last day of the pay period for which contributions have been deducted.

Disability - Waiver of Contributions

If you apply for Long Term Disability benefits through your employer, retire or terminate employment due to ill health or injury, you may apply through your employer to have your Life Insurance continued without making any further contributions. Application for a "Waiver of Contributions" must be made within 365 days following the earlier of retirement, start of Long Term Disability benefits, or the termination of your employment due to disability.

To be approved you must be totally and permanently disabled in the opinion of the Insurance Company and proof of continued disability must be submitted as requested.

If approved, your insurance is in force as if you had remained employed until the earlier of recovery, death, or age 65. If you are on "Waiver of Contributions" at age 65, the retirement provisions (see 'Retirement Insurance') will apply.

Advance Payment of Life Insurance

The CSSB offers advance payment of a portion of the Life Insurance death benefit to a member who has been diagnosed as terminally ill and meets requirements set by the Insurance Company. Contact your employer or the CSSB for more information.

Termination of Insurance

If your employment terminates, insurance terminates automatically on the last day of the pay period for which you have made contributions.

In the event of your death within 60 days of the termination of insurance, the death benefit is the amount of the insurance in force immediately prior to termination.

Conversion

Conversion allows you to continue insurance privately (at private rates) without providing evidence of insurability.

You may convert the amount of insurance at termination, or any lesser amount, to an individual policy within 60 days of termination.

If you are retiring, you may convert the difference between the insurance immediately prior to retirement and the reduced amount of retirement insurance or any lesser amount within 60 days of retirement. Reductions that occur because of an increase in age may not be converted.

To convert your insurance, you must apply and pay the first premium to Canada Life within 60 days of retirement or termination of employment. Contact Deborah Capek at 204-297-6224 or deborah@capekfinancial.ca to obtain quotes.

Retirement Insurance

If you retire, reduced life insurance continues automatically. Contributions for retirement insurance are automatically deducted from your monthly pension. Contributions are 23¢/\$1,000 of insurance.

The CSSB will provide you with a schedule indicating insurance amounts for each year to age 73. At that time, no further contributions are required and an amount of \$6,000 remains in effect.

The following table provides the percentage of insurance applicable to retirees. The percentage is applied to the employee pre-age 65 insurance, which is Class x annual salary (maximum \$1,000,000).

Age	% of Employee Pre-Age 65 Insurance
Under 55	100%
55 to 59	75%
60 to 64	60%
65 to 69	40%
70 to 72	15%
73 and over	\$6,000 Paid-up Policy

Example: An employee whose annual salary at retirement was \$35,000 and has Class 5 insurance, at age 65, would have: $\$35,000 \times 5 \times 40\% = \$70,000$ of insurance

You may elect at any time to be insured for \$6,000, with no further contributions, by completing the form available from the CSSB office.

Claims for Death Benefits

In the event of your death, your beneficiary or legal personal representative should immediately notify your payroll/human resource office (if applicable) or the CSSB.

In the event of death within 60 days after retirement or termination of employment, the benefit is the amount of insurance immediately prior to the retirement or termination of employment.

Beneficiaries

You may appoint and/or change your beneficiary subject to certain legal restrictions. If you wish to change the beneficiary, you should contact your employer (if applicable) or the CSSB.

Unless otherwise specified in writing, the Life Insurance beneficiary will also be designated as the beneficiary where applicable for the Accidental Death and Disablement Insurance benefit.

When naming minors as beneficiaries, a trustee should also be named. We strongly recommend that you seek legal advice to ensure that the property is held on proper terms of trust for the minor beneficiary.

If there are no living beneficiaries when a claim is made, the insurance is automatically payable to your estate. We strongly recommend that employees periodically review and/or update their beneficiary designations.

Accidental Death and Disablement Insurance

Eligibility

Employees eligible for Life Insurance are automatically enrolled for the Accidental Death and Disablement Insurance benefit. Retired members are not eligible to participate.

Insurance

Your Accidental Death and Disablement Insurance benefit is determined by your annual salary and Insurance Class under the Life Insurance Plan, as follows:

Insurance Class	Maximum Benefit	
1	1 x annual salary	\$25,000
2	2 x annual salary	\$50,000
3, 4, or 5	3 x annual salary	\$75,000

NOTE: The amount of Accidental Death and Disablement Insurance benefit is not affected by age reductions. A reduction in your annual salary or Class of Life Insurance may result in a reduction in your Accidental Death and Disablement Insurance benefit.

Contributions

Your employer makes the necessary contributions to provide this benefit.

Beneficiaries

You are the beneficiary for any disability or disablement benefits. The beneficiary of your Life Insurance is automatically the beneficiary of your Accidental Death Insurance.

Approved Leave of Absence or Lay-off

Your Accidental Death and Disablement Insurance benefit will only continue if you have elected to continue your Life Insurance and you prepay the necessary contributions.

Claims

All claims must be submitted to your payroll/human resource office.

Death and Disablement Benefit

A benefit is paid if you die or suffer any losses listed in the following Schedule due to accidental means. Death or loss must occur within 365 days of the accident. "Loss" means, with respect to thumb, finger, hand, foot, arm, leg or eye, the total irrecoverable loss of use (in the opinion of the Insurance Company) of the appendage or organ.

The benefit is equal to the following percentage of the amount of insurance:

Nature of Loss	
Total disability	100%
Life	100%
Both hands	100%
Both feet	100%
Sight of both eyes	100%
One hand and one foot	100%
One hand or one foot and sight of one eye	100%
One arm	66.67%
One leg	66.67%
One hand	50%
One foot	50%
Sight of one eye	50%
Thumb and index finger of same hand	25%

EXCLUSIONS: No benefit is paid if death, dismemberment or disablement is caused by suicide, self-inflicted injury, illness or disease, war, insurrection or hostilities of any kind, participation in a riot or civil commotion, parachuting, gliding, travel in any aircraft functioning as a kite, glider, or balloon, or any travel in an aircraft unless on your employer's business or as a passenger in a civil aircraft piloted by a duly licensed or certified pilot in an aircraft used solely for transportation.

Total Disability Benefit

The total disability insurance is paid only if, in the opinion of The Insurance Company, you become totally and permanently disabled within 30 days of the accident. A claim may be paid only after such disability continues without interruption for 365 days. The total amount payable under 'Death and Disablement Benefit' and this section shall not exceed 100% of the amount of Accidental Death and Disablement Insurance benefit.

Termination or Retirement

Your Accidental Death and Disablement Insurance benefit terminates automatically on the date your employment terminates.

Conversion

The Accidental Death and Disablement Insurance benefit may not be converted.

Dependents Insurance

Eligibility

To be eligible, you must participate in the Life Insurance Plan and have:

- a spouse, and/or
- one or more unmarried children under 22 years of age, and/or
- one or more unmarried children who become permanently disabled prior to their 22nd birthday and are approved by the Insurance Company as disabled.

"Spouse" includes:

- a legally married spouse, or
- a person who, for at least the immediately preceding year, has cohabitated with the employee and who has been represented by the employee as their spouse.

If you want to insure a common-law spouse, you must contact your payroll/human resource office and complete the form. The one-year cohabitation requirement may be waived if the employee provides evidence of insurability pertaining to the spouse, satisfactory to the Insurance Company.

"Child" includes any child of the employee's spouse/common-law partner who is under the care and custody of the employee. Any other children in the care and legal custody or guardianship of the employee must be designated in writing on a prescribed form and filed with the employer. "Child" also includes a stillborn child, as defined in the policy.

The life of a dependent will not be insured if the dependent is:

- in full-time service in the Armed Forces, or
- divorced from the employee, or
- residing outside of Canada or the United States of America.

Insurance

The amount of insurance available on the life of your eligible dependents is based on the number of units you have chosen. There are four units available as follows:

Number of Units	1	2	3	4
Spouse	\$17,500	\$35,000	\$52,500	\$70,000
Each Child	\$3,500	\$7,000	\$10,500	\$14,000
Bi-weekly contribution	\$1.60	\$3.20	\$4.80	\$6.40

If you decrease the number of units and later wish to increase the number of units, it will be necessary to provide medical evidence of insurability satisfactory to the Insurance Company. If medical examinations are required, they are your financial responsibility.

For employees with multiple jobs, the maximum dependents insurance available on a spouse is \$70,000 and \$14,000 for each eligible child.

Enrollment

You are automatically enrolled in the Dependents Insurance plan at the maximum four units upon becoming eligible for Life Insurance. If you have no dependents or wish to choose fewer units, you must complete and return the form to your employer.

You should notify your employer as soon as possible after gaining a dependent. If you do not apply within three months of the dependent becoming eligible and later want to insure them, you will be required to provide evidence of their insurability satisfactory to the Insurance Company.

Contributions

Contributions are deducted through your employer's payroll or your monthly pension.

Beneficiary

You, as the plan member, are automatically the beneficiary of the Dependents Insurance.

Approved Leave of Absence or Lay-off

Your Dependents Insurance will continue in force if you elected to continue your Life Insurance and make the required contributions.

Disability

If you are granted a disability benefit under the Life Insurance Plan, your Dependents Insurance also continues in effect until you reach age 65 or recover, whichever is earlier, without any further payment of contributions.

Insurance Following Retirement

If you retire, your insurance continues automatically as follows:

Number of Units	1	2	3	4
Spouse	\$8,750	\$17,500	\$26,250	\$35,000
Each Child	\$1,750	\$3,500	\$5,250	\$7,000
Monthly Contribution	\$3.48	\$6.96	\$10.44	\$13.92

Deductions will be made from your pension payment. You may elect to cancel your Dependents Insurance. However, once cancelled, you cannot later reapply.

Termination of Insurance

Insurance terminates on the last day of the pay period for which you have made contributions for this insurance, or on the last day of the month in which your spouse (if applicable) reaches age 70.

Conversion of Insurance on Retirement, Termination, or Death

Insurance on the life of your spouse may be converted to a private policy (at private rates) with Canada Life without providing evidence of insurability, providing application is made within 60 days. Contact Deborah Capek at 204-297-6224 or deborah@capekfinancial.ca to obtain quotes.



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