



Voluntary Long Term Disability Insurance

FOR GOVERNMENT OF THE DISTRICT OF COLUMBIA EMPLOYEES

This booklet is designed to answer some common questions about the group

Chances are you already purchase home, auto and life insurance to protect yourself against the threat of loss. And you probably have health insurance to guard against costly medical bills.

So, what steps have you taken to help shield yourself, your lifestyle and those who count on you from an unexpected loss of income? Would you be able to meet your financial obligations if you became disabled and unable to work?

LTD insurance is designed to pay a monthly benefit to you in the event you cannot work because of a covered illness or injury. This benefit replaces a portion of your income, thus helping you to meet your financial commitments in a time of need.

By sponsoring group Voluntary LTD insurance from Standard Insurance Company, your employer offers you an excellent opportunity to help protect yourself and your lifestyle. The advantages to you include:

Convenience - With premiums deducted directly from your paycheck, you don't have to worry about mailing monthly payments.

Savings - Typically, group insurance rates are lower than the rates of individual insurance plans, generally providing you with coverage at a lower cost.

Peace of Mind - You can take comfort and satisfaction in knowing that you have taken a step toward securing your income during a period of disability.

The following information provides details to give you a better understanding of group Voluntary LTD insurance available from The Standard. Written in non-technical language, this is not intended as a complete description of the coverage.

If you are not certain that you need LTD coverage, consider if you will be able to meet your financial obligations if you become disabled and unable to work for an extended period of time. The risk of disability may be greater than you think. Recent statistics have shown:

- Nearly one person in five, about 49.7 million Americans, has some type of long lasting condition or disability. (Source: US Census Bureau, *Disability Status: 2000*, March 2003)
- On average, about 2,329 disabling injuries occur every hour during the year. (Source: National Safety Council, *Injury Facts*, 2003)
- 21.3 million or 11.9 percent of all Americans aged 16 to 65 have a disabling condition that affects their ability to work at a job or business. (Source: US Census Bureau, *Disability Status: 2000*, March 2003)

To help determine your need for disability income protection, complete the worksheet on the following page. Fill in amounts for your monthly expenses and income and compare the two. If you depend on your regular paycheck to pay your bills, what will happen if you become sick and unable to work? Are you prepared for the unexpected? Voluntary LTD insurance from The Standard may be part of the solution.

Monthly Expenses	
Food	\$ _____
Mortgage/rent	_____
Childcare/education	_____
Utilities	_____
(electricity, gas, cable, phone, etc.)	
Clothing	_____
Debts	_____
(credit cards, student & auto loans, etc.)	
Insurance	_____
(health, life, auto, home, etc.)	
Taxes	_____
Other	_____
Total Monthly Expenses	\$ _____
Monthly Income	
.....	_____
Monthly Savings	
.....	_____

To be a *member* and eligible for Voluntary LTD insurance coverage, you must be:

- An active employee of Government of the District of Columbia, excluding, temporary and seasonal employees, full-time members of the armed forces, leased employees and independent contractors
- Regularly working at least 20 hours each week
- A citizen or resident of the United States or Canada

The effective date of the Voluntary LTD coverage is January 1, 2007. We encourage you to consider this opportunity to apply for the Voluntary LTD coverage.

The Voluntary LTD coverage goes into effect, when you become an eligible *member*, when you apply and whether you are required to provide *evidence of insurability*.

If you are **not** required to provide *evidence of insurability*, if you apply and agree to pay premiums, your Voluntary LTD coverage becomes effective on:

- The date you become eligible if you apply on or before that date or
- The date you apply if you apply within 31 days after you become eligible

If you are required to provide *evidence of insurability*, if you apply and agree to pay premiums, your Voluntary LTD coverage becomes effective on the date The Standard approves your *evidence of insurability*. In every case, you must meet the *active work* requirement before your insurance becomes effective.

Active work means performing with reasonable continuity, the *material duties* of your *own occupation* at your *employer's* usual place of business. You must be capable of *active work* on the day before the scheduled effective date of your insurance or your insurance will not become effective as scheduled. If you are not *actively at work* on the day before the scheduled effective date of insurance, your insurance will not become effective until the day after you complete 1 full day of *active work* as an eligible employee.

If you apply for Voluntary LTD insurance within 31 days of becoming eligible to apply and meet the *active work* requirement, you will automatically qualify to insure *predisability earnings* up to the *guarantee issue amount* of \$ 7,500. This means that you will not have to submit satisfactory *evidence of insurability* to purchase coverage up to this amount.

If you apply more than 31 days after becoming eligible to apply or if you determine that you want to insure *predisability earnings* greater than the *guarantee issue amount*, satisfactory *evidence of insurability* is required. You will need to complete and submit a Medical History Statement. In some cases, we may request additional medical information or a physical exam.

Evidence of insurability is also required for reinstatement of terminated coverage and for *members* eligible, but not insured under your company's prior LTD insurance plan, if any.

If you become *disabled* and your claim for *LTD benefits* is approved by The Standard, *LTD benefits* become payable after you have been continuously *disabled* for 180 days and remain continuously *disabled*. *LTD benefits* are not payable during this *benefit waiting period*.

During the *benefit waiting period* and the *own occupation period*, you are considered *disabled* if, as a result of *physical disease, injury, pregnancy or mental disorder*:

- You are unable to perform with reasonable continuity the *material duties* of your *own occupation*, and
- You suffer a loss of at least 20 percent of your *indexed predisability earnings* when working in your *own occupation*.

The *own occupation period* for the Voluntary LTD coverage is the first 24 months for which *LTD benefits* are paid. You are not *disabled* merely because your right to perform your *own occupation* is restricted, including a restriction or loss of license. You may work in another occupation while you are *disabled* from your *own occupation*, however, you will not be considered *disabled* when your *work earnings* from another occupation exceed 80 percent of your *indexed predisability earnings*.

After the *own occupation period*, you are considered *disabled* if, as a result of *physical disease, injury, pregnancy or mental disorder*, you are unable to perform with reasonable continuity the *material duties* of *any occupation* that you are able to perform, whether due to education, training or experience:

- Which is available at one or more locations in the national economy, and

- In which you can be expected to earn at least 60 percent of your *indexed predisability earnings* within 12 months following your return to work, regardless of whether you are working in that or any other occupation.

Your monthly *LTD benefit* is $66\frac{2}{3}$ percent of your insured *predisability earnings* reduced by *deductible income*. The plan minimum and maximum *LTD benefit* amounts are indicated below.

The *LTD benefit* amount is determined by multiplying your insured *predisability earnings* by the specified benefit percentage. This amount is then reduced by other income you receive or are eligible to receive while *LTD benefits* are payable. This other income is referred to as *deductible income*.

In the example below, the *LTD benefit* amount is $66\frac{2}{3}$ percent of insured *predisability earnings*. If your monthly earnings (or *predisability earnings*) before becoming *disabled* were \$2,000 and you now receive a monthly Social Security disability benefit of \$600 your monthly *LTD benefit* would be calculated as follows:

Insured <i>predisability earnings</i>	\$2,000
<i>LTD benefit</i> t percentage	x $66\frac{2}{3}$ %
	\$1,334
Less Social Security disability benefit	- 600
Amount of <i>LTD benefit</i>	\$ 734

Predisability earnings are your monthly rate of earnings from your *employer* and typically include:

- Salary
- Commissions averaged over the preceding 12-month period or over the period of employment if less than 12 months
- Shift differential pay
- Contributions you make through a salary reduction agreement with your *employer* to an IRC Section 401(k), 403(b), 408(k), 408(p) or 457 deferred compensation arrangement, or an executive nonqualified deferred compensation arrangement
- Amounts contributed to fringe benefits according to salary reduction agreements under an IRC Section 125 plan

Predisability earnings generally exclude bonuses, overtime pay, your *employer's* contribution to a deferred compensation arrangement or pension plan or any other extra compensation. They are based on your earnings in effect on the last full day of *active work*. Please contact your human resources representative for additional information regarding what is included in *predisability earnings*.

Deductible income is income you receive or are eligible to receive while *LTD benefits* are payable. It is used to reduce the amount of your *LTD benefit* and includes, but is not limited to, the following:

- Personal leave pay, severance pay or other forms of salary continuation (including donated amounts) paid by your *employer*
- Benefits under any workers' compensation law, state disability income benefit law or similar law
- Amounts under unemployment compensation law or similar law
- Social Security disability or retirement benefits, including benefits for your spouse and children
- Disability benefits from any other insurance, including individual insurance for professionals
- Disability or retirement benefit

- The date benefits become payable under any other LTD plan under which you

The *preexisting condition period* is the 6-month period just before your Voluntary LTD insurance becomes effective.

LTD bene ts are not payable for any period when you are:

- Not under the ongoing care of a *physician* in the appropriate specialty as determined by The Standard
- Not participating in good faith in a plan, program or course of medical treatment or vocational training or education approved by The Standard, unless your *disability* prevents you from participating
- Confined for any reason in a penal or correctional institution
- Able to work and earn at least 20 percent of your *indexed predisability earnings*, but you elect not to work; during the *own occupation period*, the responsibility to work is limited to work in your *own occupation*; thereafter, the responsibility to work includes work in *any occupation*

In addition, payment of *LTD bene ts* is limited in duration:

To 24 months in your lifetime if your disability is caused or contributed to by *mental disorders, substance abuse* or *other limited conditions*, including but not limited to chronic fatigue conditions, allergy or sensitivity to chemicals or the environment, chronic pain conditions, carpal tunnel or repetitive motion syndrome, temporomandibular joint disorder or craniomandibular joint disorder

The Voluntary LTD insurance ends automatically on the earliest of the following:

- The date the last period ends for which you make a premium contribution (except if premiums are waived while *disabled*)
- The date your employment terminates
- The date the *group policy* terminates
- The date you cease to be a *member*; however, insurance may continue for limited periods under certain circumstances as described in the *group policy*
- If applicable, the date your *employer* ceases to participate under the *group policy*

The monthly premium rates for the group Voluntary LTD coverage are indicated in the table below.

Age <25	\$0.35
Age 25 to 29	\$0.43
Age 30 to 34	\$0.52
Age 35 to 39	\$0.65
Age 40 to 44	\$0.93
Age 45 to 49	\$1.41
Age 50 to 54	\$ 2.09
Age 55 to 59	\$ 2.78

To calculate the bi-weekly payroll deduction for your Voluntary LTD coverage, use the following formula:

1. Enter your monthly predisability earnings, not to exceed \$7,500, divided by 100 and enter on Line 1. Line 1: _____
2. Select your rate from the rate table and enter on Line 2. Line 2: _____
3. Multiply Line 1 by the amount shown on Line 2 and enter on Line 3. Line 3: _____
4. Multiply Line 3 by 12 and enter on Line 4. Line 4: _____
5. Then divide line 4 by 26 and enter on Line 5. Line 5: _____

The amount shown on Line 5 is your estimated bi-weekly payroll deduction for a monthly LTD benefit. If you have questions regarding your *predisability earnings*, please contact your human resources representative.

To apply for Voluntary LTD insurance, complete the Enrollment Form in your enrollment packet, place it in a confidential envelope and submit it to your human resources department. You can apply at any time, but remember if you apply more than 31 days after becoming eligible, satisfactory *evidence of insurability* is required. Coverage subject to *evidence of insurability* is not effective until approved by The Standard.

If you have any additional questions, please contact your human resources representative.

The Standard

Page

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