

HUMAN RESOURCES ADMINISTRATIVE MANUAL
EMPLOYEE BENEFITS & SERVICES: GROUP LIFE INSURANCE



UNIVERSITY SYSTEM
OF GEORGIA

Group Life Insurance

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON GROUP LIFE INSURANCE
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
ORIGINALLY ISSUED	
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Policy Statement

Group life insurance, with accidental death and dismemberment coverage, shall be made available to regular employees of the University System who work three-quarters time (30 hours per week) or more on a regular basis.

This policy provides basic overview of provision of group life insurance within the University System of Georgia.

Applicability

All units of the University System of Georgia are covered by this policy.

Who Should Read This Policy

All employees within the University System of Georgia should be aware of this policy.

Definitions

These definitions apply to these terms as they are used in this policy:

- **Board of Regents (BOR):** The governing body of the University System of Georgia.

Process and Procedures

Group life insurance, with accidental death and dismemberment coverage, shall be made available to regular employees of the University System who work one-half time or more. The University System, as employer, shall pay the premium on the basic amount of life insurance, which shall be \$25,000. This amount of insurance is designated "basic life insurance" and the

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maximum premium therefore shall be established by the Board. In addition, “supplemental life insurance” may be offered to these same employees with no employer participation in the premiums. Group life insurance for dependents of these employees shall be made available to them in amounts which shall be established from time to time by the Board. There shall be no employer contribution to the dependent life insurance premiums.

Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Associate Vice Chancellor for Total Rewards	Ensure compliance with policy.	404-962-3235 usg-hr@usg.edu
Institution Chief Human Resources Officers	Ensure compliance with policy.	See University System HR Officer Listing

Appendices (Internal Documents, Forms and Web Links)

- None

Related Documents and Resources (External)

- None

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