



**Standard Insurance Company**  
**Base and Buy-up Long Term Disability Coverage Highlights**  
 Oklahoma Higher Education Employee Interlocal Group

**Voluntary Long Term Disability (LTD) Insurance**

Long Term Disability 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. Buy-up LTD insurance offers you the opportunity to choose one of two levels of LTD coverage. The Buy-up LTD option allows for a shorter Benefit Waiting Period.

The base LTD plan is fully paid by Oklahoma Higher Education Employee Interlocal Group and provides a basic level of LTD coverage. The buy-up option is paid for by both you and Oklahoma Higher Education Employee Interlocal Group and provides a higher level of LTD coverage. If the policy becomes effective and you do not elect the buy-up option, you will automatically be enrolled in the base LTD plan. Standard Insurance Company (The Standard) has developed this document to provide you with information about the optional coverage you may select through Oklahoma Higher Education Employee Interlocal Group.

**Eligibility Requirements**

- |                 |   |
|-----------------|---|
| <b>Policy</b>   | <ul style="list-style-type: none"> <li>• A minimum number of eligible employees must apply and qualify for the buy-up plan before LTD coverage can become effective. If this requirement is not met, neither the buy-up LTD plan nor the base LTD plan will become effective.</li> </ul>  |
| <b>Employee</b> | <ul style="list-style-type: none"> <li>• A regular employee of Oklahoma Higher Education Employee Interlocal Group who is benefits eligible as determined by your employer.</li> <li>• Scheduled to be actively working at least 20 hours each week.</li> <li>• A citizen or resident of the United States or Canada</li> <li>• Temporary and seasonal employees, full-time members of the armed forces, leased employees and independent contractors are not eligible</li> </ul> |
| <b>Premium</b>  | <ul style="list-style-type: none"> <li>• You pay 37 percent of the premium for the buy-up portion of this coverage through easy payroll deduction</li> </ul>  |

**Benefit Amount**

Your monthly LTD benefit is a percentage of your insured monthly predisability earnings reduced by deductible income. ***The benefit amount is the same for the base LTD plan and the buy-up LTD plan.***

- |                                     |  |
|-------------------------------------|--|
| <b>Benefit Percentage</b>           | Your monthly benefit is 60 percent of the first \$13,333 of your insured predisability earnings reduced by deductible income |
| <b>Plan Maximum Monthly Benefit</b> | \$8,000  |
| <b>Plan Minimum Monthly Benefit</b> | 100 or 10% of your LTD Benefit before reduction by Deductible Income, whichever is greater.                                  |

Note:

- All late applications (applying 31 days after becoming eligible), requests for coverage increases and reinstatements are subject to medical underwriting approval. Employees eligible but not insured under the prior LTD insurance plan are also subject to medical underwriting approval.

**Disability Needs Calculator**

Your family has a unique set of circumstances and financial demands. To help you figure out the amount of Disability insurance you may need if you become unable to work, The Standard has created a Disability Needs Calculator found at: <http://www.standard.com/calculators/dineeds.html>

**Employee Coverage Effective Date**

To become insured, you must satisfy the eligibility requirements listed above, serve an eligibility waiting period, receive medical underwriting approval (if applicable), and be actively at work (able to perform all normal duties of your job) on the day before the scheduled effective date of insurance. 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 one full day of active work as an eligible employee.

Please contact your human resources representative for more information regarding the requirements that must be satisfied for your insurance to become effective.

**Understanding Your Plan Design**

**Benefit Waiting Period** If your claim for LTD benefits is approved by The Standard, benefits become payable after the benefit waiting period. This is a specified number of days during which you must remain continuously disabled. Benefits are not payable during the benefit waiting period. The benefit waiting period for each plan is indicated below.

	<u>Base LTD Plan</u>	<u>Buy-up LTD Plan</u>
Benefit Waiting Period	180 days	90 days

**Own Occupation Definition of Disability** For the benefit waiting period and the first 24 months for which LTD benefits are paid, you are considered disabled when you are unable as a result of physical disease, injury, pregnancy or mental disorder to perform with reasonable continuity the material duties of your own occupation **AND** are suffering a loss of at least 20 percent of your indexed predisability earnings when working in your own occupation. You are not disabled merely because your right to perform your own occupation is restricted, including a restriction or loss of license.

**Any Occupation Definition of Disability** After the own occupation period of disability, you will be considered disabled if you are unable as a result of physical disease, injury, pregnancy or mental disorder to perform with reasonable continuity the material duties of any occupation.

**Maximum Benefit Period** If you become disabled before age 62, LTD benefits may continue during disability until age 65 or to the Social Security Normal Retirement Age (SSNRA) or 3 years 6 months, whichever is longer. If you become disabled at age 62 or older, the benefit duration is determined by the age when disability begins:

<u>Age</u>	<u>Maximum Benefit Period</u>
62	To SSNRA, or 3 years 6 months, whichever is longer
63	To SSNRA, or 3 years, whichever is longer
64	To SSNRA, or 2 years 6 months, whichever is longer
65	2 years
66	1 year 9 months
67	1 year 6 months
68	1 year 3 months
69+	1 year

**Understanding Your Plan Design Continued**

**Deductible Income** Deductible income is income you receive or are eligible to receive while LTD benefits are payable. Deductible income includes, but is not limited to:

- Sick pay, annual or personal leave pay, severance pay or other forms of salary contribution (including donated amounts) paid to you by Oklahoma Higher Education Employee Interlocal Group.
- Benefits you are eligible to receive under any workers' compensation law or similar law
- Amounts you are eligible to receive under unemployment compensation law
- Social Security disability or retirement benefits that you, your spouse, or children are eligible to receive.
- Disability benefits from any other group insurance
- Disability or retirement benefits under your employer's retirement plan
- Benefits under any state disability income benefit law or similar law
- Earnings from work activity while you are disabled, plus the earnings you could receive if you work as much as your disability allows
- Amounts due from or on behalf of a third party because of your disability, whether by judgment, settlement or other method
- Any amount you receive by compromise, settlement or other method as a result of a claim for any of the above

**Benefit Waiting Period**

**Example**

**Base: 180-day Benefit Waiting Period (BWP)**  
 If you become disabled on May 15, 2018 then your benefits would become payable on November 11, 2018.  
 (May 15, 2018 + 180 days = November 10, 2018. Benefit are payable effective November 11, 2018.)

**Buy-up: 90-day Benefit Waiting Period (BWP)**  
 If you become disabled on May 15, 2018 then your benefits would become payable on August 13, 2018.  
 (May 15, 2018 + 90 days = August 12, 2018. Benefit are payable effective August 13, 2018.)

Note:

- These are examples only and all applicable provisions in the policy must be met for benefits to become payable.

**Benefit Calculation**

**Example**

The LTD benefit amount is determined by multiplying your insured predisability earnings by the specified benefit percentage. This amount is then reduced by deductible income. In the example below, the LTD benefit amount is 60 percent of insured predisability earnings. If your monthly earnings before becoming disabled were \$4,500, and you now receive a monthly Social Security disability benefit of \$1,200 and a monthly retirement benefit of \$900, your monthly LTD benefit would be calculated as follows:

Insured predisability earnings	\$4,500
LTD benefit percentage	X 60%
	\$2,700
Less Social Security disability benefit	-\$1,200
Less retirement benefit	-\$900
<b>Amount of LTD benefit</b>	<b>\$600</b>

### **Additional Features**

Please see your human resources representative for additional information about the features and benefits below.

<b>24 Hour Coverage</b>	24-hour LTD plans provide coverage for disabilities occurring on or off the job.
<b>Rehabilitation Plan</b>	If you are participating in an approved Rehabilitation Plan, The Standard may include payment of some of the expenses you incur in connection with the plan including but not limited to; training and education expenses, family (child and elder) care expenses, job related expenses and job search expenses.
<b>Workplace Possibilities</b>	The Workplace Possibilities program provides an on-site consultant, who brings their expertise in managing absence and disability to the employer's place of business. On-site consultants spot barriers to productivity and present solutions to help keep at-risk employees on the job and to return disabled employees to work faster. Employees can also reach out to the Consultant directly if they are experiencing difficulties performing their job due to a medical condition.
<b>Employee Assistance Program</b>	Includes an Employee Assistance Program and Work Life Services to offer support, guidance and resources to help you and your household members resolve personal issues.
<b>Survivors Benefit</b>	If you die while LTD benefits are payable, and on the date you die you have been continuously disabled for at least 180 days, a survivors benefit equal to three time your unreduced LTD benefit may be payable (any survivors benefit payable will first be applied to any overpayment of your claim due to The Standard).
<b>Family Care Expense Benefit</b>	Applies when a disabled employee has returned to work and continues to receive LTD benefits. For 24 months, a portion of expenses (up to \$250 per dependent or \$500 per family, per month) is deducted from the amount of your work earnings.

### **Exclusions**

Subject to state variations, you are not covered for a disability caused or contributed to by any of the following:

- Your committing or attempting to commit an assault or felony, or your active participation in a violent disorder or riot
- An intentionally self-inflicted injury, while sane or insane
- War or any act of war (declared or undeclared, and any substantial armed conflict between organized forces of a military nature)
- The loss of your professional or occupational license or certification
- A preexisting condition or the medical or surgical treatment of a preexisting condition unless on the date you become disabled, you have been continuously insured under the group policy for a specified period of time, and you have been actively at work for at least one full day after the end of the exclusion period

### **Preexisting Condition Provision**

A preexisting condition is a mental or physical condition whether or not diagnosed or misdiagnosed:

- For which you or a reasonably prudent person would have consulted a physician or other licensed medical professional; received medical treatment, services or advice; undergone diagnostic procedures, including self-administered procedures; or taken prescribed drugs or medications
- Which, as a result of any medical examination, including routine examination, was discovered or suspected

**Preexisting Condition Period**     The 90-day period just before your insurance becomes effective

**Exclusion Period**             12 months

**Limitations**

LTD benefits 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 first 24 months after the end of the benefit waiting 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 benefits is limited in duration:

- If you reside outside the United States or Canada
- If your disability is caused or contributed to by mental disorders or substance abuse.

**When Benefits End**

LTD benefits end automatically on the earliest of:

- The date you are no longer disabled
- The date your maximum benefit period ends
- The date you die
- The date benefits become payable under any other LTD disability insurance plan under which you become insured through employment during a period of temporary recovery
- The date you fail to provide proof of continued disability and entitlement to benefits

**When Insurance Ends**

Insurance ends automatically on the earliest of the following:

- The last day of the last period for which premium contribution was made (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 (insurance may continue for limited periods under certain circumstances)
- If applicable, the date your employer ceases to participate under the group policy

**Group Insurance Certificate**

If coverage becomes effective, and you become insured, you will receive a group insurance certificate containing a detailed description of the insurance coverage including the definitions, exclusions, limitations, reductions and terminating events. The controlling provisions will be in the group policy. Neither the information presented in this summary nor the certificate modifies the group policy or the insurance coverage in any way.

**Rates**

If you elect the Buy-up LTD plan, you may calculate your estimated monthly premium rate for this plan below. Premiums for the Buy-up LTD plan will be deducted directly from your paycheck. If you do not enroll in the Buy-up LTD plan, subject to eligibility requirements, you will automatically be insured under the base LTD plan with no premium cost to you. If you have questions regarding how to determine your earnings, please contact your human resources representative. Premiums for this coverage will be deducted directly from your paycheck.

To calculate your monthly payroll deduction, use the formula indicated below:

- 1. Enter your average monthly earnings, not to exceed \$13,333 on Line 1.                      Line 1: \_\_\_\_\_
  
- 2. Rate of 0.08 divided by 100.                                      Line 2: .0008 \_\_\_\_\_
  
- 3. Multiply Line 1 by the amount entered on Line 2.                                      Line 3: \_\_\_\_\_

The amount shown on Line 3 is your estimated monthly payroll deduction.



### **Standard Insurance Company**

For more than 100 years we have been dedicated to our core purpose: to help people achieve financial well-being and peace of mind. We have earned a national reputation for quality products and superior service by always striving to do what is right for our customers.

Headquartered in Portland, Oregon, The Standard is a nationally recognized provider of group Disability, Life, Dental and Vision insurance and Individual Disability insurance. We provide insurance to more than 24,800 groups, covering over 8 million employees nationwide.\* Our first group policy, written in 1951 and still in force today, stands as a testament to our commitment to building long-term relationships.

To learn more about products from The Standard, Contact your human resources department or visit us at [www.standard.com](http://www.standard.com).

\* As of June 30, 2013, based on internal data developed by Standard Insurance Company.

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GP190-LTD/S399, GP399-LTD/TRUST,  
GP899-LTD, Contract 2000