

MEMORANDUM

TO: Teachers with Board Provided Life Insurance
FROM: Dawn Schaller, Employee Benefits Coordinator
DATE: October 14, 2011
RE: VOLUNTARY LIFE INSURANCE

Your Board provided \$40,000 Life Insurance policy terminates November 1, 2011. A **voluntary** life insurance program has been set up through MetLife. The initial enrollment period is now through October 28, 2011 with a November 1, 2011 effective date. Premiums for this insurance will be payroll deducted on a post-tax basis.

If you enroll during this period you can purchase up to \$250,000 of life insurance without being approved by the carrier. If you choose to purchase more than \$250,000 of coverage you would need to complete a health questionnaire and be approved for anything over this amount. If you do not want to purchase life insurance at this time you can enroll at a later date. To enroll after the initial enrollment period, you would have to complete a health questionnaire and be approved by the carrier.

Enrollment information is available at <https://metlife-ekits.kittrak.com>. Once you access this site you will need to type in the following information:

Customer Name: Plymouth-Canton Community Schools
Passcode: E98EBC

Once accessed, you will find a brochure with information on the voluntary life program, an enrollment form and a health questionnaire. If you wish to enroll in this coverage please print and complete the enrollment form and health questionnaire (if purchasing over \$250,000) and return to me by October 28, 2011.

If you have questions, please contact me at ext. 64834.