

PROVINCE OF NOVA SCOTIA - EMPLOYEES GROUP LIFE INSURANCE COVERAGE

The purpose of this summary is to provide a description of the group life insurance coverage for employees of the Province of Nova Scotia. This summary is intended to be a reference document. It is not a substitute for the Master Contract. If there is any inconsistency between this document and the Province of Nova Scotia Master Contract with Sun Life, the provisions in the Master Contract will apply.

You are eligible for this coverage if you are a permanent employee and belong to one of the following employee groups:

- Employees classified as non-bargaining, such as EC and Order in Council Employees
- NSGEU Civil Service bargaining unit employees
- Nova Scotia Agricultural College - Educational Classification and Pay Plan (EDC)
- Participating Member Employers

Employee Basic Life Insurance Coverage & Costs

This coverage is mandatory for all permanent employees and is effective on your date of hire. You do not need to apply for the Basic Life insurance coverage. If you are eligible, you will automatically be enrolled in the Basic Life insurance plan.

- Each eligible employee is automatically insured for twice their annual salary rounded to the lowest \$1,000 of salary.
- The cost of the Basic Life insurance coverage is cost shared equally between the employer and the employee.
- The bi-weekly rate for the employer and employee is 6 cents each per \$1,000 of coverage.

Employee Optional Life Insurance Coverage & Costs

Employees must apply for this coverage and must be actively at work at the time of application. If you apply for coverage within the first 60 days of your hire date, you do not have to be medically approved for this coverage. Employees who apply for this coverage after 60 days of becoming eligible require medical evidence and approval by the insurance company. Please contact PSC Benefits at 902-424-3240 or PSCBenefitInquiries@gov.ns.ca for an application form or apply online at www.gov.ns.ca/selfservice.

- Eligible employees have the option of purchasing additional Optional Group Life Insurance equal to either one times or two times annual salary rounded to the lowest \$1000 of salary.
- The cost of this coverage is paid 100% by the employee.
- The cost is based on the age of the employee according to the rates listed in the Employees Optional Group Life Insurance application form.

Life Insurance Coverage while Disabled

- If an insured person ceases employment before age 65 because of a total disability and is approved for Long Term Disability benefits, that person's Basic Life insurance will remain in force and the premiums will be paid by the employer. Coverage will continue to age 65 or until recovery from the disability, whichever occurs first.
- Premiums for Optional Life insurance may be waived according to Sun Life's Waiver of Premium provision. (Sun Life must receive proof of total disability). Otherwise, coverage can be continued, but the employee must pay the required cost of the coverage.

Termination of Insurance

- Your Basic Life Insurance and Optional Life Insurance coverage ends when you are no longer eligible or if your employment is terminated. When this happens, you have a conversion period which means you can convert your group policy to an individual one without providing medical evidence. This option is explained in more detail below.

Conditions of Conversion

- When the employee group life insurance terminates, as a result of employment termination, an insured person has the option of converting up to \$200,000 of their group life insurance coverage to an individual life insurance policy without having to submit medical evidence. You must apply to convert your coverage within 31 days of the termination of your group life insurance coverage. When you convert to an individual plan, the group rates no longer apply. Your new premium will be based on your age, gender, and smoking status, and will be determined by the insurance provider. Upon receipt of Proof of Claim that a person dies during the 31 day conversion period, the amount of insurance eligible for conversion is paid.

Beneficiary Designation Form

- Please be sure to complete a beneficiary designation form and return to PSC Benefits, 5th floor, World Trade Centre. If a form is not completed, your death benefit proceeds will be paid to your Estate. You may change your beneficiary at any time. Beneficiary designation form are available at www.gov.ns.ca/psc under 'Benefit Resources' or you can complete and submit the form online at www.gov.ns.ca/selfservice.

Should you require additional information, please contact PSC Benefits at 902-424-3240 or PSCBenefitInquiries@gov.ns.ca

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