

Policy: The Town of Canton and Canton Public Schools shall provide life insurance benefit options to all eligible employees

Scope: This policy and procedure is applicable to all eligible employees who are regularly working 20 or more hours per week.

Procedure:

Basic Life Insurance

The Town and School Department offer eligible employees a basic group life Insurance plan in the amount of \$5000. The town and the employee share the cost of this plan. The current employee monthly contribution is 25% of the insurance costs.

At the time of hire, a new employee may elect to enroll in a basic term life insurance program at applicable rates. This information shall be reviewed as part of the employee's new hire orientation with the Human Resources Department.

If an employees elects not to enroll in basic life insurance during his/her new hire period, he/she can elect to enroll during the open enrollment period, effective July 1st of each year.