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## INFORMATION CIRCULAR

To: Members of the Staff

SUBJECT: GROUP LIFE INSURANCE

A separate information circular is being issued announcing an enrolment campaign for the group medical/hospital insurance plans, to be held 15 to 17 December 1954. A one-time enrolment campaign for group life insurance will be held during the same period.

Because of actuarial considerations, entrance into the group life insurance plan has been restricted to a thirty-one day period from date of eligibility (date of appointment or arrival for duty) or to a subsequent enrolment, on application of the staff member, upon provision to the insurance company of satisfactory evidence of insurability at the staff member's expense.

It is not feasible, on actuarial grounds, to conduct an enrolment campaign for group life insurance on an annual basis. (owing to the heavy disproportion between a single premium and a single claim). However, the Aetna Life Insurance Company has agreed to a one-time campaign in December 1954, with a view to bringing the plan to the attention of staff and allowing entrance of interested eligible staff to the plan without medical examination. The insurance company reserves the right to refuse all such applications unless a reasonable number of applications is received.

Staff members who elected to remain in the old insurance plan (\$1,000 without dependents and \$2,000 with dependents) or who have previously elected to retain a lower amount of insurance coverage than that to which their annual salary would entitle them may elect during this one-time enrolment campaign to convert to the higher schedule of insurance without medical examination.

Additional opportunities for these actions by staff, without medical examination, will probably not be provided.

In this connexion, the insurance company has advised that otherwise eligible staff who did not enroll within the initial thirty-one day period, but who subsequently applied for but were refused insurance for medical reasons, must be excluded for obvious actuarial reasons.

Staff members who are eligible for group insurance, but who have not previously joined the plan, may therefore wish to give serious consideration to doing so during the one-time campaign.

1. Campaign dates and location

A representative of the insurance company will be available from 10.00 a.m. to 4.00 p.m. during the period of the campaign to answer questions of staff members (either current participants or those who may wish to enroll).

Location - Fifth Floor, Secretariat Building. Dates - December 15 to 18 (Wednesday - Friday). The representative will be available on Thursday, 16 December, up to 8.00 p.m. for the accommodation of staff members whose tour of duty is other than 9.30 a.m. to 6 p.m.

2. Staff Members eligible for group life insurance

All regular staff carried on the Headquarters payroll are eligible for participation. The following categories are excluded:

- (i) Personnel specifically engaged for conference or other short-term service, including consultants;
- (ii) Personnel specifically engaged for service with missions;
- (iii) Technical assistance project personnel.

3. Schedule of insurance and cost

The insurance coverage consists of basic insurance, payable on death regardless of cause or location, plus accidental death and dismemberment insurance for the same amount. Both must be taken together in the amounts set out in the schedule below. The cost for the former is 54 cents a month per thousand, for the latter, 10 cents a month per thousand.

SCHEDULE

Annual Gross Salary (including cost of living adjustment)	Life Insurance	Additional Accidental Death and Dismemberment Insurance	Premium Cost to Staff Member (per month)
Less than \$4,000 . . . . .	\$4,000	\$4,000	2.56
\$4,000 but less than \$6,000 . .	6,000	6,000	3.84
\$6,000 but less than \$8,000 . .	8,000	8,000	5.12
\$8,000 but less than \$10,000 .	10,000	10,000	6.40
\$10,000 and over . . . . .	15,000	15,000	9.60

Owing to favourable experience under the policy, a rider currently provides for a 10 per cent increase in benefits, without increase of staff premium.

4. Information booklets

Booklets describing the plan will be available from the representative during the campaign or may be obtained in the interim by application to the Pay Unit (Mrs. Fallick, Room 3754, Ext. 648).