



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

PAYROLL MEMORANDUM 2017.20

Changing Lives, Creating Futures

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TO: All Employees of Community and Technical Colleges, including Baton Rouge Community College, Bossier Parish Community College, Central Louisiana Technical Community College, Delgado Community College, L. E. Fletcher Technical Community College, Louisiana Delta Community College, Northshore Technical Community College, Northwest Louisiana Technical College, Nunez Community College, River Parishes Community College, South Central Louisiana Technical College, South Louisiana Community College, SOWELA Technical Community College and the LCTCS Office

FROM: Sharon Dunham
LCTCS Payroll, Senior Payroll Manager

DATE: September 1, 2017

RE: Rate Change Miscellaneous Vendor Product: Continental General Insurance Co. (formerly United Teacher Associates) Long Term Care – HNM

Continental General Insurance Co. will be implementing a rate increase effective January 1, 2018 for the above policy. By September 1, 2017, the vendor will mail letters to the employees affected notifying them of the change. A new Payroll Deduction Authorization Form (SED-4) with the new rates will also be enclosed with the letter.

Employees who accept the rate change must sign the forms and send them back to the vendor by October 27, 2017. The vendor will forward a signed copy of the SED-4 form to the payroll office by November 3, 2017 to be entered. All deduction changes entered for the January 5, 2018 payday. Employees who do not submit the signed SED-4 form by the October 27th deadline will have their policies cancelled upon notice from the vendor, effective January 1, 2018.

The vendor will prepare and send a list of employees who did not agree to the changed rates (did not sign the new SED-4 form) to LCTCS payroll office by November 10, 2017. A new Payroll Deduction Authorization Form, SED-4, will also be mailed to the employee and agency indicating that coverage for this specific policy has been cancelled effective January 1, 2018. The employee signature is not required on these SED-4's. The SED-4 should include all other active policies the employee has with the vendor as new SED-4's supersede all prior forms.

Cancellations and rate changes must be entered in Banner using an effective date of 12/18/2017.

Employees who accept the rate increase but will not have had the policy in force for one full year, as of January 1, 2018, cannot have the rate increase effective until that one year has passed per the Louisiana Insurance Code (Title 22 of the Louisiana Revised Statutes). If the vendor chooses to have the increase effective when that year is up, they must include this information in a cover letter to LCTCS Payroll with the SED-4 so that the increase will be handled properly for those employees enrolled in the Flexible Benefits Plan.