



Long Term Disability Procedure (BEN-P007)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure describes the process used by the Risk Management Office to calculate administrator's long-term disability premiums at the Washoe County School District.

2.0 RESPONSIBILITY:

- 2.1 Risk Manager

3.0 APPROVAL AUTHORITY:

(Approval signature on file)

- 3.1 Benefits Coordinator

Signature

Date

4.0 DEFINITIONS:

- 4.1 LTD – Long Term Disability
- 4.2 CDD – Click, Drag and Drill report tool

5.0 PROCEDURE:

- 5.1 Risk Manager or designee uses the Long Term Disability Insurance Carrier billing form to calculate LTD premium on a monthly basis.
 - 5.1.1 Risk Manager or designee uses the information provided on the Risk Management CDD RM1011 report, to complete the LTD billing statement.
- 5.2 Risk Manager or designee completes the Check Request (AP-F001) with the appropriate information.
- 5.3 A copy of the completed billing statement is attached to a check request and forwarded to the Business Office.
- 5.4 A copy of the LTD billing statement, check request, and payroll report are placed in the LTD file folder.
- 5.5 File is returned to locked files.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 RM 1011 CDH Info To Excel CDD Report
- 6.2 Check Request Form (AP-F001)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
LTD billing statement, check request, payroll report	Risk Management Files	7 years	Discard as desired	Standard file cabinet in secured office

WASHOE COUNTY SCHOOL DISTRICT

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/2/05	A	Initial release
5/15/07	B	Added form number identification to 5.2 and 6.2; updated Record Retention Table.
05/04/09	C	3.1 replaced "Risk Manager" with "Benefits Coordinator"; added Section 4.2; 5.1.1 replaced "Payroll CDH010 Report" with "Risk Management CDD RM1011 report"; 6.1 replaced "CDH010 Report from payroll" with "RM 1011 CDH Info to Excel CDD Report."

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