



POLICIES & PROCEDURES

NUMBER PP311

SECTION: Human Resources	SUBJECT: Group Insurance Enrollment
--------------------------	-------------------------------------

P & P No.: 311

Section: Human Resources

Subject: Group Insurance Enrollment

Approved By: Harvey L. Massey

Effective Date: September 10, 1990

Last Reviewed Date:

Policy Owner:

Aetna Life & Casualty is the insurance carrier for employee and dependent coverage for Major Medical, Life and Accidental Death and Dismemberment (AD&D) Insurance.

The enrollment form should be completed by every employee. Anyone electing not to be covered under this medical program should complete employee portion of enrollment form, (including beneficiary), sign and date the form, and indicate under "SPECIAL REMARKS" (#21) that medical coverage is being refused.

APPROVED BY: Harvey L. Massey	EFFECTIVE DATE: September 10, 1990	Page 1 of 1
-------------------------------	------------------------------------	-------------