



POLICIES & PROCEDURES

NUMBER PP314

SECTION: Human Resources

SUBJECT: Life Insurance Enrollment

P & P No.: 314

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Approved By: Harvey L. Massey

Effective Date: September 10, 1990

Last Reviewed Date:

Policy Owner:

Life Insurance is provided to ALL ELIGIBLE EMPLOYEES AT NO COST. The Company pays 100% of the cost of the employees Life Insurance. The amount of the insurance coverage is based on your annual salary.

An Enrollment form must be filled out by every employee. It is imperative that a beneficiary be listed on the form. Form must be signed and dated.

APPROVED BY: Harvey L.
Massey

EFFECTIVE DATE:
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