

# Standard Operating Procedure: Workterra Employer Provided Life & Disability Insurance



**Purpose:** City of Redmond provides the following Life & Disability Insurance coverage at no cost to the employee. Workterra displays your coverage amount for review; no changes to coverage amounts are allowed. Further details on these plans can be found at [Connect2MyBenefits](#)

- **Basic Life and Accidental Death and Dismemberment (AD&D)**
- **Survivor Life**
- **Short Term Disability**
- **Long Term Disability**

**Audience:** Benefits eligible employees

Step	What to do	Visual Aid
1.	<b>Basic Life and AD&amp;D:</b> <ul style="list-style-type: none"> <li>• Review insurance details, coverage, employer cost and effective date.</li> <li>• Click <b>Keep Plan</b></li> </ul>	
2.	<b>Survivor Life:</b> <ul style="list-style-type: none"> <li>• Review insurance details, coverage, employer cost and effective date.</li> <li>• Click <b>Keep Plan</b></li> </ul>	
3.	<b>Short Term Disability:</b> <ul style="list-style-type: none"> <li>• Review insurance details</li> <li>• Click <b>Continue</b></li> </ul>	
4.	<b>Long Term Disability:</b> <ul style="list-style-type: none"> <li>• Review insurance details, coverage, employer cost, and effective date.</li> <li>• Click <b>Keep Plan</b></li> </ul>	

Revision History		
Revision Date	Summary of revision	Revision Author
11/22/2022	SME Review	N Bruce