



# ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 202: EMPLOYEE LIFE INSURANCE

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## A. General Provisions

1. The City will provide each regular full-time employee with a Term-Life Insurance Policy. These policies will be provided in amounts equal to the employee's annual base salary, plus additional and equal coverage for Accidental Death and Dismemberment.
2. It is the responsibility of each employee to maintain accurate records in the Human Resource Department identifying the beneficiary for their own insurance policy.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

11/29/2022  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

11-30-2022  
Date

Jenny Smith  
Jenny Smith  
Human Resource Director