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TO: Rectors, Priests-in-Charge, Wardens, Treasurers, Clerks/Secretaries and Parish Administrators

DATE: December 19, 2005

FROM: Louise M. Baietto
Deputy for Finance and Administration

SUBJECT: Change in Eligibility for Insurance Coverage

Effective January 1, 2006, the three month waiting period for enrollment in all benefits purchased through the Episcopal Medical Trust of the Church Pension Group will be eliminated. New employees will become eligible for coverage on the first day of the month following employment. ***Enrollment authorization must be received by the Diocesan Office within 30 days of employment.***

Treasurers of each billing unit are asked to submit an authorization in writing, outlining all benefits¹ to be provided to the new employee to Nancy Signore at the address above. This authorization must include the employee's name, address, email, phone number, social security number and date of birth. It should also include name, social security numbers and dates of birth of all family members to be covered. If the employee is to be covered by Life and/or Disability Insurance the annual salary for lay employees and the total compensation figure for clergy must also be provided in order to process the enrollment.

Please do not hesitate to contact Nancy Signore if you have any questions or concerns.

LMB/ns

cc: The Rt. Rev. Orris G. Walker, Jr.
Canon Diane M. Porter

¹ Benefits include medical, dental, life, long term and short term disability. Overviews of all plans offered to the Diocese of Long Island by the Episcopal Medical Trust of the Church Pension Group are available on our website at www.dioceselongisland.org.