

KELSEY-HAYES COMPANY

March 24, 1965

TO: Gar Hennen

FROM: J. H. Carey

Attached is a list of insurance procedures that should become effective on the following dates:

Detroit and Romulus Plants -

hourly rate and salaried employees within the bargaining unit - UAW-CIO-Local No. 78

March 1, 1965

Jackson -

hourly rate employees within the bargaining unit - Allied Industrial Workers - Local No. 670

February 1, 1965

These procedures apply to employees actively at work on the respective dates above.

JHC:pm

K009794

INSURANCE PROCEDURES

Employees on Layoff or Leave of Absence

An employee may carry life insurance for twelve months following the month in which the layoff or leave of absence commences by paying \$.50 per month per \$1,000. of insurance beginning the second month following the month of layoff. In case of leave of absence to work for the Local Union, life insurance may be carried as long as leave granted by paying \$.50 per month per \$1,000. of insurance.

An employee may continue to carry sickness and accident insurance on the following basis:

If laid off before the fifteenth day of any calendar month his insurance terminates the first day of the calendar month following the month in which his layoff commences.

If laid off after the fifteenth day of any calendar month his insurance terminates the first day of the second calendar month following the month in which his layoff commences.

Employees on Disability Leave

The Company will pay the full cost of life insurance and hospital-surgical insurance for employees on an approved disability leave of absence for the duration of such leave while totally disabled, but not to exceed the period equal to the employees seniority when the absence commenced.

Employees Not Eligible for Pension

An employee between age 60 and 65 who ceases active work after 5 or more years of seniority but with less than 10 years may continue life insurance until age 65 by paying \$.50 monthly per each thousand dollars of insurance.

K009795

INSURANCE PROCEDURES

Employees on Layoff or Leave of Absence

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An employee between age 60 and 65 who ceases active work after 5 or more years of seniority but with less than 10 years may continue life insurance until age 65 by paying \$.50 monthly per each thousand dollars of insurance.

K009975

Employees Discharged

(Continuation of Life Insurance and Surgical Insurance while appeal is pending)

A former employee awaiting the final disposition of a pending grievance protesting his loss of seniority (from a discharge or failure to report) occurring on or after November 1, 1964, could continue his life insurance and hospital and surgical coverages for up to twelve (12) months after the month of seniority loss by paying the full premium or subscription charge for hospital and surgical coverages and \$.50 per thousand of life insurance. If such employee is reinstated, the Company shall reimburse him for all contributions for such coverages which the Company would have made if the employee had remained at work.

Continuation of Coverage for the Family when a Retiree dies

The Company shall make suitable arrangements to allow any surviving spouse to continue coverage under the group hospital and surgical program during the period she is receiving any surviving spouse benefits under any Company insurance or pension program by contributing the monthly group rate. Coverage would be continued for the lifetime of the retiree's spouse. If such surviving spouse is receiving a survivor's benefit under the Kelsey-Hayes Hourly-Rate Employees Pension Plan, she would be able to authorize deduction of her contribution from such survivor benefit.

Continuation of Coverage for the Family when a retiree dies

The Company shall make suitable arrangements to allow any surviving spouse to continue coverage under the ~~Blue Cross Blue Shield~~ ^{group hospital and medical} (Aetna) program during the period she is receiving any surviving spouse benefits under any Company insurance or pension program by contributing the monthly group rate.

Coverage would be continued for the lifetime of the retiree's spouse.

If such surviving spouse is receiving a survivor's benefit under the Kelsey-Hayes Hourly-rate Employees Pension Plan, ^{she would not be able to authorize deduction} payment for such coverage may be deducted from the survivor pension benefit of her contribution from such survivor benefit.

[Ex 97]

K009732

KELSEY-HAYES COMPANY

Group 1
HSH
DwK
Jage

February 16, 1973

TO: B. Dembiec
H. Keeney
W. Kramer
C. Sofios

FROM: R. Slater

RE: Insurance Continuation Rights
Bargaining Unit Employees

In order to eliminate some of the questions regarding the above-captioned matter, I have come up with a summary of continuation rights made in accordance with the Insurance Program.

Attached you will find a copy of this summary which should be utilized by your personnel as a guideline for termination of coverage and informing employees of their rights.

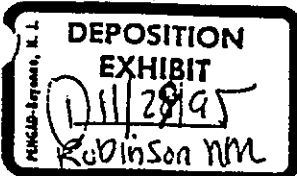
Please note that this summary is only applicable to bargaining unit employees. A similar summary for salaried employees will be distributed at a later date.

If there are any questions regarding this matter, please give me a call.



RS:ll
Attach.

cc: J. Babiarz
J. Lott



K110026

INSURANCE CONTINUATION RIGHTS

For Bargaining Unit Employees
Active Under 1971 Collective Bargaining Agreement
Detroit, Jackson and Romulus

Unprotected Quit or Discharge

R-S-M - coverage terminates end of month in which termination occurs or, if later, date seniority cancelled. Group conversion privilege only.

Group - coverage terminates day of quit or discharge or, if later, date seniority cancelled. Group conversion privilege only.

Protected Quit or Discharge Under Grievance Procedure*

R-S-M - coverage continued with Company contributions through end of month in which quit occurred or through end of month following month in which discharge occurred. Continuation rights with employee contribution while grievance under appeal.

Group - coverage for all insurance continued with Company contributions to end of month in which discharge or quit occurred. Life and AD & D only continued with employee contribution while grievance under appeal.

Layoff

R-S-M - continuation up to 12 months with Company contributions beyond month in which layoff occurred in accordance with SUB eligibility. Continuation with employee contribution up to 12 additional months beyond last month in which Company contributed.

Group - all insurance continued with Company contributions for first month following month in which layoff occurred. Then Life and AD & D continued with Company contributions up to 12 months in accordance with SUB eligibility. Continuation for Life and AD & D up to 12 additional months beyond last month Company contributed with employee contributions.

Leave of Absence Other Than Disability

R-S-M - Company contributions through end of month in which leave occurred only. Continuation with employee contributions for up to 12 months beyond month in which leave occurred.

Group - all insurance continued with Company contributions for first month following month in which leave occurred. Continuation for Life and AD & D only with employee contributions for up to 11 months beyond last month in which Company contributed.

Disability Leave of Absence

R-S-M - continuation with Company contribution for duration of leave if eligible for T & P pension. If not eligible for T & P pension due to insufficient Credited Service, continuation with Company contributions for period beginning with month following month in which leave occurred equal to seniority on Last Day Worked. Continuation with employee contributions for additional period equal to seniority on Last Day Worked beyond last month for which Company contributed.

Group - for an employee insured for S & A, commencing with month following month in which leave occurred, Life, AD & D and SUB only** continued with Company contributions for any period in which employee is eligible to receive S & A benefits, has exhausted S & A benefits and remains on leave but for a maximum period equal to seniority on Last Day Worked, or is retired on T & P pension. If at the expiration of any of these periods employee receives Workmen's Compensation or Disease benefits through the Company, Life and AD & D only continued as long as employee receives such benefits with Company contributions.

If employee placed on leave from Layoff and S & A benefits not in effect, continuation same as if he had been insured for S & A at time of leave.

Retirement

R-S-M - continuation with Company contribution for life for self and dependents.

Group - Life only for non-T & P pensioners. Life, AD & D, SUB to 65 for T & P pensioner. After 65, Life only, except if receiving Workmen's Compensation or Disease benefits through Company, AD & D continued while receiving such benefits.

Termination at Age 65 Other Than Quit or Discharge with Insufficient Credited Service to Retire

R-S-M - group continuation for employee only for life with Company contributions.

Group - no continuation. Life conversion privilege only.

Surviving Spouse***

R-S-M - continuation with Company contribution for spouse of retiree, employee eligible to retire, or employee terminated at age 65 and not eligible to retire due to insufficient Credited Service. Continuation for spouse of employee not eligible to retire as long as Survivor Income Benefits payable with spouse contributions.

Group - no continuation or conversion privilege.

NOTE: In all cases employee contribution shall be the full premium charge for R-S-M and 50c per \$1,000 Life continued for Group (Life and AD & D only).

* Applies only to loss of seniority under Article VII, Section 2(a), (b), (d) and (e) and Article VIII, Section 5(a) and (b) of CBA.

** Company must pay full premium charge for all insurance for continuation of Life, AD & D and SUB.
*** Option must be elected within 3 months from last month for which Company contributed.

K110027

INSURANCE CONTINUATION RIGHTS

For Bargaining Unit Employees
Active Under Collective Bargaining Agreements Prior to 1961

Detroit, Jackson and Romulus

H-S-M or Group - continuation, if allowed, with employee contributions.

INSURANCE CONTINUATION RIGHTS

For Bargaining Unit Employees
Active Under 1961 Collective Bargaining Agreement

Detroit, Jackson and Romulus

Group - continuation, if allowed, with employee contribution.

H-S-M

Layoff - as of 1-1-62 continuation with Company contribution beyond month in which layoff occurred in accordance with SUB eligibility. Additional continuation with employee contribution during any remaining full months of layoff.

Leave of Absence Other Than Disability - continuation for months following month in which leave occurred with employee contribution while on leave.

Disability - as of 1-1-62 coverage following month in which leave occurred continued up to maximum 6 months. Additional continuation with employee contribution for period equal to seniority on Last Day Worked.

INSURANCE CONTINUATION RIGHTS

For Bargaining Unit Employees
Active Under 1965 Collective Bargaining Agreement

Detroit, Jackson and Romulus

Unprotected Quit or Discharge

H-S-M - coverage terminated date seniority cancelled. Group conversion privilege only.

Group - all insurance terminated date seniority cancelled. Group conversion privilege only.

Protected Quit or Discharge Under Grievance Procedure*

H-S-M - coverage continued with Company contribution through end of month in which quit or discharge occurred. Continuation of coverage with employee contribution while grievance under appeal up to 12 consecutive months. Reimbursement for all employee contributions if seniority reinstated.

Group - coverage continued with Company contribution through end of month in which quit or discharge occurred. Continuation of Life and AD & D only with employee contribution while grievance under appeal up to 12 consecutive months. Reimbursement for all employee contributions if seniority reinstated.

Layoff

H-S-M - continuation up to 12 months with Company contributions beyond month in which layoff occurred, in accordance with SUB eligibility. Continuation with employee contributions up to 12 additional months beyond last month in which Company contributed.

Group - all insurance except S & A continued with Company contributions as of 3-1-65 for first month following month in which layoff occurred. Continuation with employee contributions for Life and AD & D only for additional 11 months.

S & A terminated month in which layoff occurred if laid off prior to 15th and end of month following month in which layoff occurred if laid off on or after the 15th.

Leave of Absence Other Than Disability

H-S-M - Company contribution through end of month in which leave occurred only. Continuation with employee contribution for up to 12 months beyond month in which leave occurred.

Group - all insurance continued with Company contributions for first month following month in which leave occurred. Continuation for Life and AD & D only with employee contributions for up to 11 months beyond last month in which Company contributed.

Disability Leave of Absence

H-S-M - continuation with Company contributions for duration of leave if eligible for T & P pension. If not eligible for T & P pension due to insufficient Credited Service, continuation with Company contributions for period beginning with month following month in which leave occurred equal to seniority on Last Day Worked. Continuation with employee contributions for additional period equal to seniority on Last Day Worked as of last month for which Company contributed.

Group - for an employee insured for S & A, as of 3-1-65 commencing with month following month in which leave occurred, Life, AD & D and SIB only** continued with Company contribution for any period in which employee is eligible to receive S & A benefits, has exhausted S & A benefits and remains on leave but for a maximum period equal to seniority on Last Day Worked, or is retired on T & P pension.

Retirement

H-S-M - continuation with Company contribution for life for self and dependents as of 3-1-65 for past and present retirees.

Group - Life only for non-T & P pensioners. Life and AD & D to 65 and SIB to 60 for T & P pensioners. After 65, Life only.

Termination at Age 65 Other Than Quit or Discharge with Insufficient Credited Service to Retire

H-S-M - group continuation for employee only for life with Company contributions.

Group - no continuation. Life conversion privilege only.

Surviving Spouse***

H-S-M - continuation with spouse contributions for spouse of retiree, employee eligible to retire, employee not eligible to retire as long as Survivor Income Benefits payable, or employee terminated at age 65 and not eligible to retire due to insufficient Credited Service.

Group - no continuation or conversion privilege.

Applies only to loss of seniority under Article VII, Section (a), (b), (d) and (e) and Article VIII, Section 5 (a) and (b) of CBA.

Company must pay full premium charge for all insurance for continuation of Life, AD & D and SIB. Option must be elected within 3 months from last month for which Company contributed.

K110029

INSURANCE CONTINUATION RIGHTS

For Bargaining Unit Employees
Active Under 1968 Collective Bargaining Agreement

Detroit, Jackson and Romulus

Unprotected Quit or Discharge

M-S-M - coverage terminated date seniority cancelled. Group conversion privilege only.

Group - all insurance terminated date seniority cancelled. Group conversion privilege only.

Protected Quit or Discharge Under Grievance Procedure*

M-S-M - coverage continued with Company contribution through end of month in which quit or discharge occurred. Continuation of coverage with employee contribution while grievance under appeal. Reimbursement for all employee contributions if seniority reinstated.

Group - coverage continued with Company contribution through end of month in which quit or discharge occurred. Continuation of Life and AD & D only with employee contribution while grievance under appeal. Reimbursement for all employee contributions if seniority reinstated.

Layoff

M-S-M - continuation up to 12 months with Company contributions beyond month in which layoff occurred, in accordance with SUB eligibility. Continuation with employee contribution up to 12 additional months beyond last month in which Company contributed.

Group - all insurance except S & A continued with Company contributions for first month following month in which layoff occurred. Prior to 7-1-68, continuation with employee contribution for Life and AD & D only for additional 12 months. On or after 7-1-68, continuation with Company contribution for Life and AD & D only up to 12 months in accordance with SUB eligibility. Continuation for Life and AD & D up to 12 additional months beyond last month Company contributed with employee contribution.

S & A terminated month in which layoff occurred if laid off prior to 15th and end of month following month in which layoff occurred if laid off on or after the 15th.

Leave of Absence Other Than Disability

M-S-M - Company contribution through end of month in which leave occurred only. Continuation with employee contribution for up to 12 months beyond month in which leave occurred.

Group - all insurance continued with Company contribution for first month following month in which leave occurred. Continuation for Life and AD & D only with employee contribution for up to 12 months beyond last month in which Company contributed.

Disability Leave of Absence

M-S-M - continuation with Company contribution for duration of leave if eligible for T & P pension. If not eligible for T & P pension due to insufficient Credited Service, continuation with Company contributions for period beginning with month following month in which leave occurred equal to seniority on Last Day Worked. Continuation with employee contributions for additional period equal to seniority on Last Day Worked as of last month for which Company contributed.

Group - for an employee insured for S & A, commencing with month following month in which leave occurred, Life, AD & D and SIC only* continued with Company contributions for any period in which employee is eligible to receive S & A benefits, has exhausted S & A benefits and remains on leave but for a maximum period equal to seniority on Last Day Worked or is retired on T & P pension.

Retirement

M-S-M - continuation with Company contribution for life for self and dependents as of 3-1-65 for past and present retirees.

Group - Life only for non-T & P pensioners. Life and AD & D to 65 and SIC to 60 for T & P pensioner. After 65, Life only.

Termination at Age 65 Other Than Quit or Discharge with Insufficient Credited Service to Retire

M-S-M - group continuation for employee only for life with Company contributions.

Group - no continuation. Life conversion privilege only.

Surviving Spouse***

M-S-M - continuation with Company contributions for spouse of retiree, employee eligible to retire, or employee terminated at age 65 and not eligible to retire due to insufficient Credited Service. Continuation for spouse of employee not eligible to retire as long as Survivor Income Benefits payable with spouse contributions.

Group - no continuation or conversion privileges.

Applies only to loss of seniority under Article VII, Section (a), (b), (d) and (e) and Article VIII, Section 5 (a) and (b) of CBA.

Company must pay full premium charge for all insurance for continuation of Life, AD & D and SIC.
Option must be elected within 3 months from last month for which Company contributed.

K110030

11/21

November 21, 1972

TO: J. Lott
FROM: R. Slater
SUBJECT: Insurance Continuation Rights for Employees
Not Actively At Work

It has become necessary to provide each Personnel Office as well as the Insurance Department with a set policy governing the above-captioned matter. A summary of continuation rights in accordance with the Insurance Program (Supplement "C") for Jackson bargaining unit employees is attached. Also attached is a summary for Milford-Brighton hourly employees based on the Employees Handbook and usual insurance procedures.

Before releasing these specifications we that you review each summary for any changes you feel are necessary. A response not later than November 30, 1972 would be appreciated.

RS:

Att:

Verbal approval of both by J. Lott
12-7-72. Question about continuation
while on leave after the disability leave
will deal.

loc J. Lott 12-18-72 - advised that the
disability to coverage - summary
of employee contribution

K110031

KELSEY-HAYES COMPANY

November 14, 1972

Mrs. Mildred M. Underwood
10850 Spencer Road
Brighton, Michigan 48116

Dear Mrs. Underwood:


This is in response to your letter of November 10, 1972, regarding your Survivor Income Benefits and Blue Cross-Blue Shield coverage.

With respect to your question regarding your continuation rights of Survivor Income Benefits to Aetna, please be advised that I will need to review a copy of your Social Security Award letter. Enclosed you will find a return envelope for your convenience. If you cannot forward us a copy of your Award letter, you may send us the original and we will make a copy and return it to you as soon as possible.

With respect to your question regarding Blue Cross-Blue Shield coverage, please be advised that your coverage will be continued without cost to you until you reach age 65. As of the first of the month in which you become age 65, your coverage will continue without cost to you only if you have applied for and receive voluntary medical insurance under the Federal Social Security Act. This is Part B of Medicare coverage.

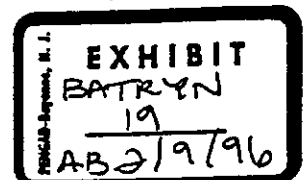
Please provide us with the above requested information. If you have any additional questions, please feel free to include them with the return of your Social Security Award letter.

Yours truly,


Renee L. Slater
Employee Benefits

MLS:11
Encl.

cc: A. Batryn



K112910