

**California Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Long Term Disability Insurance Open Enrollment for Excluded Employees	REFERENCE NUMBER: 2014-003
DATE ISSUED: 2/10/2014	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff**

FROM: Department of Human Resources
Benefits and Training Division

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Open enrollment for the Long Term Disability (LTD) Insurance Plan for excluded employees will be held from **March 1 through April 30, 2014**. This memo provides information on the eligibility criteria, effective dates of coverage, and the various communication methods that will be used to provide open enrollment information to eligible employees.

Eligibility Criteria

An employee must be permanent or probationary, excluded from collective bargaining, have a time base of half-time or greater, and have one of the following designations:

- Managerial (M, E50, E59, E79, E99)
- Supervisory (S, E48, E58, E68, E78, E98)
- Confidential (C, E97)
- Excluded/Exempt (E88, E89, E92)
- E01 through E21, E67, E77

Employees on limited-term appointments who otherwise meet the eligibility criteria may enroll in the LTD plan only if they have a mandatory right of return to a position that meets the above criteria. Excluded employees who are appointed to permanent-intermittent positions are not eligible.

Rank-and-file employees are not eligible for this insurance program.

Effective Date of Coverage

The employee's effective date of coverage will begin on the first day of the pay period following the first premium (payroll) deduction.

March 10, 2014	April 1, 2014
March 11 – April 10, 2014	May 1, 2014
April 11 – April 30, 2014*	June 1, 2014
*Applications postmarked on April 30 will be processed by SCO through May 10 and will provide coverage effective June 1, 2014.	

Any enrollment forms received by personnel offices after April 30 will need to be reviewed by California Department of Human Resources (CalHR) on a case-by-case basis for approval.

Employee Communications

Eligible employees NOT currently enrolled in the LTD Program:

In **early February 2014**, CalHR will mail a notice of the upcoming open enrollment to the homes of approximately 30,000 eligible employees. The notice will announce the upcoming open enrollment period. In **late February**, these employees will also receive a second, more informative notification that provides details on how to enroll via the Standard Insurance Company (The Standard) website. The website may be accessed at www.standard.com/mybenefits/california. In **mid-April**, a final reminder postcard will be mailed to employees reminding them that the open enrollment period will end on **April 30, 2014**.

Employees currently enrolled in the LTD Program:

In **late February**, a postcard with information announcing the open enrollment period will be mailed to current enrollees. It will provide details on how to make plan option changes during open enrollment. For questions or additional information about the plan, employees may contact The Standard at 1-888-641-7193 or go online to www.standard.com/mybenefits/california.

Completion of the LTD Enrollment Authorization Form:

During open enrollment, employees are required to complete Sections A, B, and C of the LTD Enrollment Form (SI7533D-643146), and submit the form to their departmental personnel office. A fill and print copy of the LTD enrollment form is available online at The Standard's website www.standard.com/mybenefits/california. Employees can complete the form online, print it, sign it and give it to their personnel office. This fill and print form must have an original signature or the State Controller's Office (SCO) will not process it.

When personnel offices receive the enrollment form, they are responsible for verifying that the information is completed correctly in Sections B and C, completing Section D, and submitting the enrollment form to SCO by the dates indicated above.

LTD Plan Brochures and Enrollment Forms

In the State's continuing efforts to remain environmentally and cost conscious, you and your employees are encouraged to obtain the information about the open enrollment by visiting The Standard's website at www.standard.com/mybenefits/california. You will be able to obtain and print on demand the Voluntary LTD Insurance Booklet, LTD Enrollment and Change Form, and the LTD Certificate of Insurance. The website provides other information and tools such as a needs estimator and premium calculator. If you still feel like you need to have a small supply on hand (not less than 25), you may email The Standard at socltforms@standard.com to order a supply of LTD forms (SI7533D-643146) and brochures (SI10386-643146). Please be sure to provide your name, complete mailing address (no P.O. Box), quantity and your contact information.

For more information, please direct employees to The Standard's dedicated website at www.standard.com/mybenefits/california or the toll-free customer service line at 1-888-641-7193. Since the last open enrollment for this plan was conducted in **March/April 2012**, we anticipate a great deal of interest from eligible employees. We appreciate your help informing employees about the LTD plan and the open enrollment.

If you have questions, please contact Patty Rosales-Abila at the phone number or email listed above.

/s/Darlene Schell

Darlene Schell, Chief
Benefits and Training Division