

State of California

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS  
PERSONNEL OFFICERS  
PERSONNEL TRANSACTIONS STAFF

Issue Date: July 21, 1989  
Reference Code: 89-46  
Expiration Date: none

From: Department of Personnel Administration  
Benefits Division

Subject: FLEXELECT TRANSACTION STAFF TRAINING

Attached is the schedule for the FLEXELECT personnel transaction staff training that will be conducted by the Department of Personnel Administration in August 1989. ALL PERSONNEL TRANSACTION STAFF AND ANYONE WHO PREPARES/PROCESSES FLEXELECT DOCUMENTS ARE ENCOURAGED TO ATTEND!

FlexElect will be offered to represented and non-represented employees this year. The MED-ELECT/CARE-ELECT program will NOT be offered for the 1990 plan year. Employees who are eligible to enroll in FlexElect during the open enrollment period are:

- A permanent civil service State employee working half-time or more;
- A limited term or TAU appointee with prior continuous permanent status;

A permanent-intermittent employee who earned 480 paid hours between July 1 - December 31, 1989. Department of Personnel Administration will verify permanent-intermittent employee's eligibility in mid-January, 1990. Those employees who enrolled in either of the cash option features of Flexelect and are not eligible will be automatically deleted from the cash option feature. Their other Flex elections, if any, will remain in effect; including any deductions designated into either of the reimbursement accounts.

- Unit 6 and 13 employees have limited program eligibility:

Unit 6 employees may enroll in all of the FlexElect options except the cash option in lieu of their dental insurance. This requirement is per the union's trust account restriction. The restriction applies to dental insurance only.

Unit 13 employees may enroll in FlexElect, but may only use the reimbursement accounts. The "Cash Option" feature is not available per the unit's trust account restrictions. Exceptions may be granted in the case of two Unit 13 employees who are married to each other. This will be on a case-by-case basis, with permission given by DPA.

The FlexElect OPEN ENROLLMENT period will begin September 1, 1989 and continue through November 3, 1989.

In addition to the Personnel Transaction Staff training being offered in August 1989, the Department of Personnel Administration will be conducting statewide employee training on the FlexElect and Savings Plus (Deferred Compensation) programs in September and October 1989. Information on employee training dates, times and locations will be available at the Personnel Transaction training meetings as well as a small supply of new FlexElect brochures and posters to announce employee training. Employees will receive a notice with their 8/31/89 pay warrant that FlexElect training will be available to them. They will be instructed to contact their Personnel Office or call our Benefits Hotline at (916)327-1092 to receive specific training information. The Benefits Hotline will contain a pre-recorded message of training sites, dates and times for two week time periods. These messages will be updated on a weekly basis.

Following is a schedule of the PERSONNEL TRANSACTION TRAINING sites, dates and times. Training sessions are scheduled for two hours; there will be 2 sessions per day. The number of people that may attend each session is limited to the space available and is on a first come first serve basis. If you have any questions on this training please call Blanche Harbridge-Wright at (916)324-9486 or Elizabeth Houser at (916)324-9365.

#### FLEXELECT TRANSACTIONS STAFF TRAINING

AUGUST 1989

8/22/89:

Public Utilities Commission                      ROOM: Auditorium  
505 Van Ness Avenue  
San Francisco, CA 94102  
TIMES:        9-11 a.m. and 1-3 p.m.

8/23/89:

Department of General Services                      ROOM: #2020 (holds 60)  
107 S. Broadway  
Los Angeles, CA 90012  
TIMES:        9-11 a.m and 1-3 p.m.

8/24/89:

Cal Trans  
2829 Juan Street  
San Diego, CA 92110

ROOM: Auditorium (seats 100)

TIMES: 9-11 a.m. and 1-3 p.m.

8/25/89:

PERS  
400 P Street  
Sacramento, CA

ROOM: #2180 (seats 44)

TIMES: 9-11 a.m. and 1-3 p.m.

8/29/89:

State Personnel Board  
801 Capitol Mall  
Sacramento, CA

ROOM: Board Room #150

TIMES: 9-11 a.m. and 1-3 p.m.

8/30/89:

Department of General Services  
2550 Mariposa Mall  
Fresno, CA 93721

ROOM: #1027

TIMES: 9-11 a.m. and 1-3 p.m.


AND:

U.S. Forest Service  
6101 Airport Road  
Redding, CA 96002

ROOM: Classrooms 2 & 3

TIMES: 9-11 a.m. and 1-3 p.m.

Sincerely,



Anita Leach, Chief  
Benefits Division

