

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS
PERSONNEL OFFICERS
PERSONNEL TRANSACTIONS STAFF

Issue Date: August 10, 1989
Reference Code: 89-48
Expiration Date: none

From: Department of Personnel Administration

Subject: FLEXELECT TRANSACTION STAFF TRAINING UPDATE

AMENDMENT TO PML 89-46

This PML is an amendment to PML memorandum #89-46 dated July 21, 1989. Attached is an updated 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! A site in Chino has been added and the PERS room changed to assure adequate space for all interested staff.

Remember, FlexElect will be offered to represented and nonrepresented employees this year. The MED-ELECT/CARE-ELECT program will NO LONGER be offered.

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

The definition of employees eligible to participate in FlexElect has been expanded to read:

State employees designated rank and file, managerial, supervisory, confidential, exempt E97, E98 and E99, Constitutional Officers, Judicial Council, Supreme, Appellate and Superior Court Judges.

All eligible employees must work fulltime or part-time working half-time or more.

Civil Service employees must have permanent status or if limited term or TAU appointees, must have a right of return to a permanent position.

Employees must be paid through the State Uniform Payroll System (SCO) to participate in FlexElect.

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. Additional copies of the FlexElect brochures will be available for employees at the Employee Training presentations. 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 or ATSS 427-1092, to receive specific training information. The Benefits Hotline will contain a prerecorded 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 two sessions per day at each location. RESERVATIONS ARE NOT BEING TAKEN FOR THIS TRAINING, SEATING WILL BE ON A FIRST COME FIRST SERVE BASIS. There should be adequate space available, especially at the larger facilities. 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 (holds 150)
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.

AND ALSO ON 8/23/89:

Chino-Calif. Institution for Men (CDC & CYA staff only) (holds 40)
P.O. Box 128
Chino, CA

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

8/24/89:

Cal Trans ROOM: Auditorium (holds 100)
2829 Juan Street
San Diego, CA 92110

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

8/25/89:

PERS ROOM: Auditorium (holds 250)
400 P Street
Sacramento, CA

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 (holds 120)

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 (holds 20)

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

AND ALSO ON 8/30/89:

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

ROOM: Classrooms 2 & 3 (holds 60)

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



William Rowett
Deputy Director

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