

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS

DATE: 8/21/89

REFERENCE: 89-50

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS  
PERSONNEL TRANSACTION STAFF

FROM: Department of Personnel Administration

SUBJECT: Employee Training on 1990 FlexElect Plan

The Department of Personnel Administration will be conducting FlexElect training for all employees during the months of September and October 1989. The training will consist of an overview of who is eligible to enroll in Flex; a slide show discussing the 1990 Flex Plan; and then time will be given for questions and answers.

We will also provide a brief overview of "Savings Plus Program". Brochures for both the Savings Plus and the FlexElect Programs will be available for employees who want them.

Employees will receive a notice with their August 31, 1989 paycheck to notify them that FlexElect training is available. Posters advertising FlexElect employee training will be distributed at the Personnel Office, Transaction Staff FlexElect training. Each poster contains a space which should be filled in with the appropriate site (choose the site nearest to you), date(s) and time(s) of the Employee FlexElect training and then posted in your building.

Also, enclosed is a letter we have provided as a suggested format to notify your employees of the Employee training. If you use this letter, please fill in the blanks with the appropriate site (nearest to you), date(s) and time(s) and duplicate and distribute to all of your employees.

Please note: There is a new FlexElect Enrollment Authorization, STD. 701 employees must complete to enroll in the 1990 FlexElect Plan Year. New STD. 701's will be available through General Services, State Stores, after August 25, 1989. In addition, new STD. 136's and 137's (the Medical and Dependent Care Reimbursement Claim Forms) will be available through State Stores after December 1, 1989. The new STD. 136 and 137 should not be used by the employees until January 1, 1990.

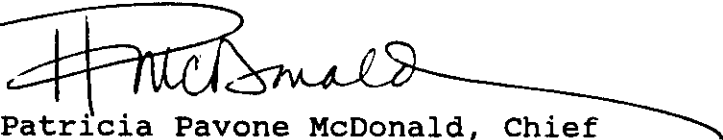
The 1990 FlexElect Employee Brochure also contains copies of the STD. 701, 136 and 137. These forms are perforated and can be used by the employee as well.

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Personnel Offices should keep a small supply of the old STD. 701 on hand for employee family status changes and a supply of the old STD. 136 and 137 for employees to request reimbursement through December 31, 1989. After that date, the old STD. 701, 136, 137, and 138 (Med/Care/Elect Enrollment Forms) should be destroyed.

The FlexElect employee training schedule is attached. The sites are arranged in alphabetical order by city. Room capacity (Cap.) is also noted for each site.

If you have any questions regarding this training, please call Blanche Harbridge-Wright at (916) 324-9486 or ATSS 454-9486.

A handwritten signature in cursive script, appearing to read "Patricia Pavone McDonald", with a long horizontal flourish extending to the right.

Patricia Pavone McDonald, Chief  
Benefits Division

PPM:BHW:pm

**ATASCADERO**

September 12, 1989  
1:30 p.m.; 3:00 p.m.  
Atascadero State Hospital  
Large Visitor's Room  
(Cap. 150)

**AVENAL**

September 19, 1989  
9:00 a.m.; 10:30 a.m.;  
3:30 p.m.; 5:00 p.m.  
California State Prison at Avenal  
In Services Training Classroom  
(Cap. 100)  
FOR CCI EMPLOYEES ONLY

**BAKERSFIELD**

September 21, 1989  
9:00 p.m.; 10:30 p.m.  
East Bakersfield Veteran's Hall  
2101 Ridge Road, Room 3  
(Cap. 100)

**BLYTHE**

September 14, 1989  
8:15 a.m.; 9:15 a.m.;  
1:00 p.m.; 3:15 p.m.  
Chuckawalla Correctional Facility  
In Service Training Classroom  
(Cap. 100)  
FOR CCI EMPLOYEES ONLY

**CAMARILLO**

September 14, 1989  
9:00 a.m.; 10:30 a.m.  
Camarillo State Hospital  
1878 S. Lewis Road  
Room 10129 in the Learning Facility  
(Cap. 30)

**CHINO**

September 11, 1989  
8:15 a.m.; 9:45 a.m.  
California Institution for Men  
In Services Training Room  
(Cap. 75)  
FOR CCI EMPLOYEES ONLY

**CORCORAN**

September 18, 1989  
9:00 a.m.; 10:30 a.m.;  
12:00 p.m.; 1:30 p.m.  
California State Prison at Corcoran  
Room 147, Administration Building  
(Cap. 50)  
FOR CCI EMPLOYEES ONLY

**CORONA**

September 11, 1989  
1:45 p.m.; 3:00 p.m.  
California Institution for Women  
In Services Training Classroom  
(Cap. 70)  
FOR CCI EMPLOYEES ONLY

**COSTA MESA**

September 11, 1989  
9:00 a.m.; 10:30 a.m.  
Fairview State Hospital  
2501 Harbor Blvd, Large Classroom  
(Cap. 50)

**EUREKA**

September 26, 1989  
9:00 a.m.; 10:30 a.m.  
CalTrans  
1656 Union Street  
Basement Conference Room  
(Cap. 95)

**FRESNO**

October 19, 1989  
1:00 p.m.; 2:30 p.m.  
State Building  
2550 Mariposa Mall, Auditorium  
(Cap. 100)

**IONE**

September 19, 1989  
10:00 a.m.; 11:30 a.m.  
Mule Creek State Prison  
In Services Training Classroom  
(Cap. 60)  
FOR CCI EMPLOYEES ONLY

**JAMESTOWN**

September 19, 1989  
Presentation times pending  
Sierra Conservation Center  
In Services Training Room  
(Cap. 30)  
FOR CCI EMPLOYEES ONLY

**LONG BEACH**

October 4, 1989  
9:30 a.m. 11:00 a.m. 12:30 p.m.  
State Building  
240 W. Broadway  
First Floor Auditorium (Cap. 150)

**LOS ANGELES**

October 2, 1989  
9:30 a.m.; 11:00 a.m.;  
12:30 p.m. 2:00 p.m.  
State Building  
107 S. Broadway, Room 1122  
(Cap. 125)

October 3, 1989  
9:30 a.m.; 11:00 a.m.; 12:30 p.m.  
Cal Trans  
120 S. Spring Street  
Room 12 (Basement)  
(Cap. 80)

**NAPA**

September 6, 1989  
9:00 a.m.; 10:30 a.m.  
Napa State Hospital  
2100 Napa/Vallejo Hwy  
Rec Room A & B (Cap. 100)

**MARYSVILLE**

September 29, 1989  
9:00 a.m.; 10:30 a.m.  
CalTrans  
703 B Street  
Basement Conference Room  
(Cap. 50)

**NORCO**

September 12, 1989  
7:00 a.m.; 10:00 a.m.; 3:00 p.m.  
California Rehabilitation Center  
In Services Training Classroom  
(Cap. 200)  
FOR CCI EMPLOYEES ONLY

**NORWALK**

September 11, 1989  
2:00 p.m. and 3:30 p.m.  
Metropolitan State Hospital  
1400 S. Norwalk Blvd  
Learning Community Center  
Room 229 (Cap. 50)

**PATTON**

September 12, 1989  
9:00 a.m. and 10:30 a.m.  
Patton State Hospital  
3102 E. Highland Avenue  
Auditorium (Cap. 100)

**POMONA**

September 12, 1989  
2:00 p.m. and 3:30 p.m.  
Lanternman Developmental Center  
3530 Pomona Blvd  
Unit 11, Room 116  
(Cap. 55)

**PORTERVILLE**

September 20, 1989  
10:00 a.m.; 11:30 a.m.  
Porterville Developmental Center  
26510 Avenue 140  
Classroom 41, Administration Bldg.  
(Cap. 80)

**REDDING**

September 27, 1989  
10:00 a.m.; 11:30 a.m.  
City Council Chambers (Police Dept.)  
1313 California Street  
(Cap. 100)

September 28, 1989  
9:00 a.m.; 10:30 a.m.  
CalTrans  
1657 Riverside Drive  
Room 24  
(Cap. 40)

**SACRAMENTO**

September 5, 1989  
10:00 a.m.; 11:30 a.m.  
Dept. of Personnel Administration  
1515 S Street, North Building  
State Training Center  
Kern/Colorado Room (Cap. 100)

**SACRAMENTO**

September 25, 1989  
9:30 a.m.; 11:00 a.m.;  
12:30 p.m.; 2:00 p.m.  
Office Building 9  
744 P Street  
Auditorium (Cap. 150)

September 26, 1989  
9:30 a.m.; 11:00 a.m.;  
12:30 p.m.; 2:00 p.m.  
Resources Building  
1416 Ninth Street  
First Floor Auditorium  
(Cap. 150)

September 28, 1989  
9:30 a.m.; 11:00 a.m.;  
12:30 p.m.; 2:00 p.m.  
Secretary of State  
923 - 12th Street  
3rd Floor Conference Room  
(Cap. 75)

October 2, 1989  
10:00 a.m.; 11:30 a.m.  
Consumer Affairs  
1020 N Street  
Room 521 (Cap. 50)

October 6, 1989  
9:30 a.m.; 11:00 a.m.  
Department of Justice  
4949 Broadway  
Berryessa Room (Cap. 75)  
FOR DOJ EMPLOYEES ONLY

October 6, 1989  
9:30 a.m.; 11:00 a.m.;  
12:30 p.m.; 2:00 p.m.  
State Personnel Board  
801 Capitol Mall  
Auditorium (Cap. 120)

October 10, 1989  
10:00 a.m.; 11:30 a.m.  
Department of Motor Vehicles  
2415 First Avenue  
Third Floor Conference Room  
(Cap. 50)

October 11, 1989  
9:30 a.m.; 11:00 a.m.  
State Lottery Commission  
100 N. 10th Street  
Conference Room  
(Cap. 75)

**SACRAMENTO**

October 16, 1989  
9:30 a.m.; 11:00 a.m.  
State Teachers Retirement System  
7767 Folsom Blvd.  
Third Floor Board Room  
(Cap. 50)

October 19, 1989  
9:30 a.m.; 11:00 a.m.  
Franchise Tax Board  
9546 Butterfield Way  
Training Center Room 1017  
(Cap. 50)  
FOR FTB EMPLOYEES ONLY

October 19, 1989  
9:30 a.m.; 11:00 a.m.  
Department of Justice  
1515 K Street  
Room 623 (Cap. 50)  
FOR DOJ EMPLOYEES ONLY

**SAN BERNARDINO**

October 11, 1989  
9:30 a.m.; 11:00 a.m.;  
12:30 p.m.; 2:00 p.m.  
State Building  
303 West Third Street  
Auditorium (Cap. 200)

**SAN DIEGO**

September 26, 1989  
1:00 p.m.; 2:30 p.m.  
CalTrans  
2829 Juan Street  
Auditorium (Cap. 100)

September 27, 1989  
9:00 a.m.; 10:30 a.m.  
State Building  
1350 Front Street  
Basement Auditorium (Cap. 160)

**SAN FRANCISCO**

October 3, 1989  
9:30 a.m., 11:00 a.m.  
12:30 a.m.; 2:00 p.m.  
Public Utilities Commission  
505 VanNess Ave  
Auditorium, East Lobby  
(Cap. 100)

October 4, 1989  
9:30 a.m.; 11:00 a.m.  
Cal Trans  
150 Oak Street  
Room 22 (Basement Auditorium)  
(Cap. 150)

**SAN JOSE**

September 27, 1989  
10:00 a.m.; 11:30 a.m.  
State Building  
100 Paseo de San Antonio  
Auditorium  
(Cap. 50)

September 27, 1989  
10:30 a.m.; 12:00 p.m.  
Agnews State Hospital  
3500 Zanker Road  
Auditorium (Cap. 150)

**SAN LUIS OBISPO**

September 12, 1989  
9:00 a.m.; 10:30 a.m.  
California Mens Colony  
Highway 1  
Colony Clubhouse (Cap. 80)

**SAN YSIDRO**

September 6, 1989  
6:00 a.m.; 11:00 a.m.;  
12:55 p.m.; 2:05 p.m.  
R.J. Donovan Correctional Facility  
In Service Training Classroom  
(Cap. 40)  
FOR CCI EMPLOYEES ONLY

**SANTA ROSA**

October 5, 1989  
11:30 a.m.; 1:30 p.m.  
State Building  
50 D Street  
Room 410 (Cap. 70)

**SOLEDA**

September 11, 1989  
Presentation times pending  
Correctional Training Facility  
In Service Training Classroom C  
(Cap. 64)  
FOR CCI EMPLOYEES ONLY

**SONOMA**

September 6, 1989  
2:00 p.m.; 3:30 p.m.  
Sonoma State Hospital  
15000 Arnold Dr., Eldridge  
McDougal Unit, Lillian's Room  
(Cap. 100)

**STOCKTON**

September 7, 1989  
1:00 p.m.; 2:30 p.m.  
Stockton Developmental Center  
510 E. Magnolia  
Bldg. Auditorium (Cap. 70)

**STOCKTON**

September 15, 1989  
9:00 a.m.; 10:30 a.m.  
Northern Calif. Women's Fac  
In Service Training Classroom  
(Cap. 35)  
FOR CCI EMPLOYEES ONLY

**SUSANVILLE**

September 8, 1989  
9:00 a.m.; 10:30 a.m.  
California Correctional Center  
In Service Training (Cap. 40)  
ALL STATE EMPLOYEES WELCOME

**TECHAHAPI**

September 21, 1989  
6:30 a.m., 8:30 a.m. and 11:00 a.m.  
California Correctional Institution  
In Service Training (Cap. 60)  
FOR CCI EMPLOYEES ONLY

**TRACY**

September 21, 1989  
6:45 a.m.; 12:30 p.m.; 2:45 p.m.  
Deuel Vocational Institution  
In Service Training Classroom  
(Cap. 50)  
FOR CCI EMPLOYEES ONLY

**VACAVILLE**

September 25, 1989  
7:00 a.m.; 11:30 a.m.; 1:30 p.m.  
California Medical Facility (South)  
Superintendent Conference Rm (Cap. 40)  
FOR CCI EMPLOYEES ONLY

This is to let you know that Benefits training staff from the Department of Personnel Administration will be at \_\_\_\_\_

A Benefits Analyst will be on site to discuss the FlexElect Program and provide a brief overview of the Savings Plus Program.

**FlexElect** is a voluntary program which offers you an opportunity to tailor your "flexible" benefits to fit you and your family's needs. These benefits include cash if you have another health and/or dental insurance; as well as significant tax savings on any medical and dependent care expenses you pay. This program can help you decrease your taxes and increase your take home pay.

The **Savings Plus Program** consists of the Deferred Compensation Plan (IRC 457) and Thrift Plan (IRC 401k). This Program allows you to save for your retirement with pre-tax dollars. This means the amount you decide to save monthly in the Savings Plus Program will be deducted from your paycheck before taxes (federal and state) are withheld. You may choose to invest your savings from 15 investment options. The amount you save, as well as any interest and dividends, is not subject to state or federal taxes until you withdraw it upon retirement or separation from State service.

Although we will not be conducting a detailed presentation on the Savings Plus Program, portfolios will be available. These "Savings Plus Portfolios" provide a detailed description of each plan and investment option offered through Savings Plus.

The following are presentation times and locations the programs will be discussed.

**LOCATION**

**TIME(S)**

We hope you will take advantage of this opportunity to learn about these two valuable benefit programs. If you have any questions, please call your Personnel Office.

cc: Personnel Office

C9A02