

M E M O R A N D U M

To: PERSONNEL MANAGEMENT LIAISONS

Date: December 19, 1989
Reference Code: 89-74

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

**ALL PERSONNEL OFFICERS, BUDGET OFFICERS, HEALTH
BENEFITS OFFICERS AND PERSONNEL TRANSACTIONS STAFF**

From: Department of Personnel Administration

Subject: Basic Group Term Life Insurance for Nonrepresented Employees

Premium Increase

Effective January 1, 1990, premium rates for Basic Group Term Life Insurance coverage for nonrepresented (Managers, Supervisors, Confidential and Exempts) employees are increased as follows:

<u>CBID</u>	<u>Coverage</u>	<u>Premium</u>
M, E50, E99, E88, E89	\$50,000	\$14.65
S, C, E97, E98	\$25,000	\$7.53

The above rates include a \$.40 administrative fee.

Involuntary Transfers

For involuntary transfers, the new premium rates to be paid by departments for twelve months of coverage are as follows:

<u>From</u>	<u>To</u>	<u>Amount</u>
Supervisory or Confidential	Represented	\$85.56
Management	Supervisory or Confidential	\$85.56
Management	Represented	\$171.00

Personnel Management Liaisons

December 19, 1989

-2-

Because the premium rates for involuntary transfers are one-time payments, no administrative fee is charged. Premium checks are to be made payable to "American General Group Insurance Company of California" and sent to the Department of Personnel Administration (DPA), Benefits Division, Attention: Life Insurance Program, 1515 "S" St., North Bldg., Suite 400, Sacramento, CA 94244-2340. Attach a cover memo to the check indicating the employee's name, social security number, effective date of involuntary transfer and old and new CBID.

Retirement/Leave of Absence

Employees may continue, at their own expense, life insurance coverage into retirement or during periods of leaves of absence, by contacting DPA, Benefits Division, by phone at (916) 324-0533/ATSS 454-0533.

Please advise employees wishing to continue coverage into retirement that they must contact our office within 30 days of retirement.

Notification of Employee Death

In order to expedite the benefit payment process under the life insurance program, it is important that the death of a nonrepresented employee be reported immediately by phone to DPA, Benefits Division. The reporting person should have the employee's personnel folder and PAR on hand when making the report to provide DPA staff with the information needed to prepare claim reports.

Questions regarding the Life Insurance Program should be directed to Terrie Jordan at (916) 324-0432/ATSS 454-0432 or Terri Yee at (916) 324-0533/ATSS 454-0533.



Patricia Pavone McDonald, Chief
Benefits Division