

M E M O R A N D U M

To: PERSONNEL MANAGEMENT LIAISONS

Reference Code: 90-21

Date of Issue: June 4, 1990

From: Department of Personnel Administration

Subject: Benefit Division Assignments

The Department of Personnel Administration (DPA), Benefits Division administers all benefits (except health care and retirement) to State employees. Because of the complexity of some of these benefit programs, the Benefits Division receives an extraordinary number of telephone calls from Personnel Assistants and employees daily.

The following describes improvements recently made by DPA Benefits Division staff to reduce the amount of these calls.

- Questions regarding the FlexElect should be resolved by referring to the FlexElect training manual dated August 1989. If you need a copy of that manual, please write DPA, Benefits Division 1515 S Street, Sacramento, CA 95814 to request copies. Be sure to give us your complete mailing address.
- To assist the personnel transactions staff in departments with dental enrollments and transactions, we have recently distributed a dental manual to all departments. This manual gives specific instructions to the Personnel Assistants on all dental transactions directions and guidelines.
- Later this year, a Vision Program manual will be distributed with guidelines and directions completing vision care program transactions. When these manuals are distributed, please ensure that appropriate staff receives them.
- Effective in the June 1990 pay period, Life Insurance enrollment is automatic for eligible nonrepresented employees. In the future, a similar enrollment process will be available for most vision plan eligibles. This should eliminate the eligibility, enrollment problems related to these programs.

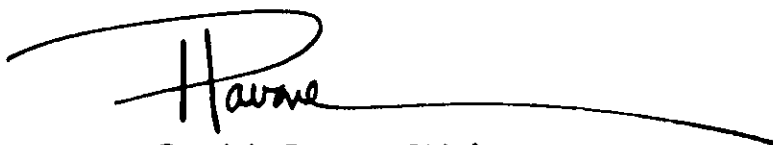
Personnel Management Liaison

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Since the beginning of the year, we have had staff changes which we would like you to be aware of. The attached list is a reference for your personnel staff's questions regarding the benefit programs that the Department of Personnel Administration administers. **These telephone numbers are for your personnel staff only and are not to be distributed to employees.**

I hope this information is helpful to you. We are investigating other means to educate staff and employees regarding these programs in order to alleviate departmental personnel transaction staff's workload. Thank you for your cooperation in this regard. If you have any questions regarding this information, please call me on (916) 324-7391.

A handwritten signature in black ink, appearing to read "Pavone", with a long horizontal flourish extending to the right.

Patricia Pavone, Chief
Benefits Division

Attachment

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DEPARTMENT OF PERSONNEL ADMINISTRATION
BENEFITS ADMINISTRATION DIVISION
Contacts, by Program - June 1, 1990

<u>Program</u>	<u>Contact</u>	<u>Phone #</u>
Dental/Vision	Janice Yates	(916) 324-0535 ATSS 454-0535
FlexElect	Nick Villa	(916) 324-9486 ATSS 454-9486
Backup: Flex/Dental/Vision	William Page	(916) 324-0525 ATSS 454-0525
Life Insurance/ Long Term Disability (LTD)	Terrie Jordan	(916) 324-0432 ATSS 454-0432
Backup: Life/LTD	Terri Yee	(916) 324-0533 ATSS 454-0533
Child Care	Ray Hernandez	(916) 327-6083 ATSS 467-6083
Employee Assistance Program (EAP)	Jean Hodges	(916) 324-9353 ATSS 454-9353
Backup: EAP/Child Care	Constance Wright	(916) 327-1438 ATSS 467-1438
Deferred Compensation Programs	Staff	(916) 322-5070 ATSS 492-5070
Workers' Compensation Programs	Staff	(916) 327-4021 ATSS 467-4021

AXS:list

