

M E M O R A N D U M

To: PERSONNEL MANAGEMENT LIAISONS

Date: February 15, 1991
Reference Code: 91-09

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS AND
PERSONNEL OFFICE TRANSACTION STAFF

From: Department of Personnel Administration

Subject: Change of Designated Bargaining Unit and Dental Plan Deduction Code

The purpose of this memo is to provide revised procedures to be followed when employees have a change in their designated bargaining unit which impacts their assigned dental plan.

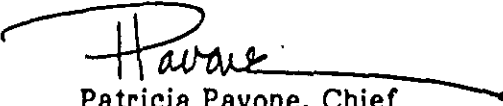
Previous instructions stated that whenever an employee's designation and/or bargaining unit (CBID) changed, a new Std. 692 must be completed within 60 days of the PAR turnaround date to reflect the appropriate dental plan code for the new CBID. In view of the State Controller's Offices' (SCO) consolidation of the Dental Deduction Code (See PML of December 12, 1990, Reference Code 90-67) this procedure is only applicable for the following changes:

- o Employee who is enrolled in Delta Dental changes from a represented employee to a nonrepresented employee.
- o Employee who is enrolled in a union sponsored plan changes from a represented employee to a nonrepresented employee or vice versa.
- o Employee who is enrolled in a state-sponsored plan changes to a position represented by one of the unions which require enrollment in their union-sponsored dental plan.

For FlexElect participants, a new Std. 701 reflecting the new flex dental code must accompany the Std. 692. On both the Std. 692 and the Std. 701 use permitting event code 40 with the appointment date as the permitting event date. All other entries on the Std. 701 must be the same as the employee's original enrollment. The effective date will be dependent on when a correctly completed enrollment form is received at the SCO. Accordingly, forms received by the 10th of the month that do not have to be returned to the agency for correction will be effective the first of the following month.

Please be aware that failure to process timely documents in the above-mentioned situations may result in employee's loss of dental benefits. If the employee is changing carriers, the Std. 692 must be signed by the employee. For employees enrolled in Delta Dental, the Std. 692 can be processed as an administrative document.

If you have any questions regarding this information, please call Janice Yates, Statewide Dental Coordinator at (916) 324-0535.


Patricia Pavone, Chief
Benefits Division