

State of California

**M E M O R A N D U M**

To: **PERSONNEL MANAGEMENT LIAISONS**

Date: March 27, 1991  
Reference Code: 91-21

**THIS MEMORANDUM SHOULD BE DISTRIBUTED IMMEDIATELY TO:  
ALL PERSONNEL OFFICERS, PERSONNEL TRANSACTIONS STAFF  
AND LONG TERM DISABILITY INSURANCE COORDINATORS**

From: **Department of Personnel Administration**

Subject: **LONG TERM DISABILITY INSURANCE**  
o OPEN ENROLLMENT PERIOD  
o PREMIUM RATE COMPUTATION

**OPEN ENROLLMENT**

An open enrollment period for the Long Term Disability (LTD) Insurance Program carried by the The Hartford Life and Accident Insurance Company is scheduled from April 1, 1991 to May 31, 1991. The earliest possible effective date of coverage is May 1, 1991. This open enrollment period applies to eligible employees who are not enrolled in LTD and current enrollees who wish to change their level of coverage. No health statement is required.

Eligibility for LTD is as follows: Active nonrepresented employees appointed permanent, one-half time or greater, and designated Managerial (M), Supervisory (S), Confidential (C), or Excluded/Exempt (E88, E89, E97, E98, or E99). Employees on limited term appointments who otherwise meet this eligibility criteria may enroll in LTD ONLY if they have a mandatory right of return to a position and status that also meet this criteria.

**Notification of Employees:** Enrollment materials, including an enrollment authorization form, will be mailed to the homes of eligible employees who are not enrolled in LTD. This mailing will include employees meeting eligibility on March 1, 1991. All new enrollees are to use the forms sent to them in the mail. Current enrollees will receive a post card informing them of the annual premium recomputation due to age and salary changes and of the open enrollment period. We expect all enrollment materials to reach employees on or before April 1, 1991. LTD enrollment information returned to the Department of Personnel Administration (DPA) as "undeliverable mail" will be forwarded to the employee's personnel offices for immediate delivery to the employees. Employees whose address labels are incorrect should be instructed to complete an EAR to assure prompt delivery of future mailings. Department personnel offices should also inform eligible employees of the open enrollment period.

**AWARENESS FORUMS:**

Eligible employees and personnel office staff are invited to drop in and discuss LTD with representatives from DPA and The Hartford at the following locations:

Culver City  
Monday, April 15  
12:00 p.m.-4:30 p.m.  
3861 Sepulveda

Los Angeles  
Tuesday, April 16  
8:00 a.m.-3:30 p.m.  
107 S. Broadway,  
Room 1122

San Bernardino  
Wednesday, April 17  
8:00 a.m.-4:00 p.m.  
303 West Third St.,  
Auditorium

Riverside  
Thursday, April 18  
8:00 a.m.-12:00 p.m.  
School for the Deaf  
3044 Horace St.

San Diego  
Friday, April 19  
8:00 a.m.-4:00 p.m.  
1350 Front St.,  
Room B-107

The LTD Enrollment Authorization Form GR-11513-5 continues to be the only form acceptable for open enrollments and subsequent new enrollments. A small supply of LTD Enrollment Authorization forms will be made available to personnel offices for employees who are currently enrolled in LTD and wish to change their level of coverage during the open period or who have been appointed to eligible status after March 1, 1991. New enrollees are directed to use the enrollment authorization forms they receive in the mail. Cancellations are to be accomplished by employee memo directly to the State Controller's Office (SCO). Note: LTD Enrollment Authorization forms are not printed by the State and are not available through Central Stores.

Effective dates of LTD enrollments/changes will be on a prospective basis only. Properly completed documents received by SCO by the tenth of the month will be effective the first of the following month providing the premium deduction is taken. The earliest effective date of an open enrollment document is May 1, 1991. Employees must be eligible to enroll, on active status, and at work on the effective date of coverage. Coverage for enrollees who are out ill on the scheduled effective date will be deferred until they return to work.

**Enrollment Procedures for Open Period:** New enrollees are to complete the LTD Enrollment Authorization form (GR-11513-5), Sections A and B, and submit it to their personnel office by May 31, 1991. Current enrollees who choose to change their level of coverage must indicate change on the enrollment form. Personnel offices are responsible for verifying the salary and premium, completion of Section C and submission of the forms on a flow basis to SCO. All documents processed during the open period are considered to be open enrollment documents. No remarks are required in Section C, Item 9.

PREMIUM COMPUTATION

LTD premium age factors have not changed. The annual premium update effective March 1, 1991 is based on salary and age changes only. Enrollment in LTD reflects on the Payroll Warrant Register as Ded Code 075. Org codes correspond to the plan codes below.

<u>Plan Code</u>	<u>Benefit Level</u>	<u>Age Factors</u>		
		<u>Under 40</u>	<u>40-49</u>	<u>50 &amp; Over</u>
096	50% NO COLA	.0025	.0035	.0045
097	65% NO COLA	.0041	.0058	.0074
098	50% WITH COLA	.0030	.0040	.0049
099	65% WITH COLA	.0050	.0066	.0082

Personnel offices should be prepared to respond to current enrollees who do not remember the plan benefit level in which they are enrolled.

Questions from personnel offices regarding LTD open enrollment should be addressed to Terrie Jordan at (916) 324-0432/ATSS 454-0432 or Terri Yee at (916) 324-0533/ATSS 454-0533.



Patricia Pavone, Chief  
Benefits Division