

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: May 17, 1991
Reference Code: 91-29

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO ALL:
PERSONNEL OFFICERS

From: Department of Personnel Administration

Subject: FlexElect Brochure and Video

The Department of Personnel Administration (DPA), Benefits Division is currently preparing for the FlexElect Open Enrollment (September 1 - 30, 1991) for Plan Year 1992. We are revising the FlexElect Brochure which will be distributed to departments in August. In order to contain costs, this year we are asking departments to pre-order the brochures for interested employees in their departments. Please keep in mind when estimating how many brochures you will need that you should not order a brochure for each employee, but only for the number of employees you believe will be interested in the FlexElect Program.

Additionally, departments are being asked to use the current FlexElect video when training employees on the FlexElect Program for the 1992 Plan Year. Revising the video would be costly and we feel the current version of the video is adequate. The only outdated information on the video is the reference to the 1991 dates for the open enrollment and Plan Year. Since this video will be used for the 1992 FlexElect Plan Year, departments are being asked to remind employees of the appropriate dates (i.e. Open Enrollment September 1-30, 1991 and Plan Year effective from January 1, 1992 through December 31, 1992. Last year we provided each department with at least one copy of the video. If you need additional copies of this video we will be happy to order the requested number at our cost of \$15.00 per video.

Please indicate on the attached form how many brochures you would like. Please include in your total figure, the brochures you will need for your field offices. Also, indicate if you would like any additional videos. We will contact you to advise you how to pay for the video when all orders are received. After ordering the brochures and video, fold the order form in half, staple and return to DPA. For your convenience, DPA's address is on the reverse side of the order form. PLEASE RETURN THE FORM NO LATER THAN MAY 31, 1991.

You will be receiving PML memoranda in the next few months advising you of Personnel Services Specialist training, home mailings and other communication activities regarding the 1992 FlexElect Plan Year.

If you have any questions regarding this information, please call Pam Armas, Communication Coordinator at (916) 324-9365 or ATSS 324-9365.


Patricia Pavone, Chief
Benefits Division

PLEASE SEND _____ FLEXELECT BROCHURES TO:

NAME OF DEPARTMENT _____

DIVISION _____

STREET ADDRESS _____

CITY, STATE, ZIP CODE _____

INTERAGENCY MAIL SERVICE (IMS) # _____

ATTENTION: _____

CONTACT PERSON FOR THIS ORDER _____

TELEPHONE NUMBER _____

I WOULD LIKE TO ORDER _____ FLEXELECT VIDEO AT A COST OF \$15.00 EACH.

CONTACT PERSON FOR THIS ORDER _____

TELEPHONE NUMBER _____

AFTER COMPLETING THIS FORM, PLEASE FOLD IN HALF, STAPLE, AND RETURN TO DPA.
(DPA'S ADDRESS IS ON THE REVERSE SIDE). THANK YOU FOR YOUR COOPERATION.

PLEASE CALL PAM ARMAS AT (916) 324-9365 OR ATSS 454-9365 IF YOU HAVE ANY
QUESTIONS.

DEPARTMENT OF PERSONNEL ADMINISTRATION
BENEFITS DIVISION IMS D-22
1515 S STREET, NORTH BUILDING, SUITE 400
SACRAMENTO, CA 95814-7243

ATTEN: PAM ARMAS