

MEMORANDUM

To: PERSONNEL MANAGEMENT LIASIONS Date: January 24, 1992
Reference Code: 92-10

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS

From: Department of Personnel Administration


Subject: Savings Plus Program Awareness Presentations

We are currently identifying locations throughout the State to schedule awareness tours of the Savings Plus Program during 1992. Please take a few minutes to complete the attached questionnaire. Return the questionnaire by March 9, 1992 through Interagency Mail Service, addressed to D-22, or by U.S. Mail addressed to:

Department of Personnel Administration
Savings Plus Program
1515 "S" Street, North Building, Suite 108
Sacramento, California 95814-7243
Attention: Donna Uchman

We will not conduct presentations at sites with fewer than 50 employees during 1992. However, we will try to schedule presentations at locations that are central to smaller facilities or loan our slideshow or video on the Savings Plus Program to facilities having audio-visual equipment.

Questions on this memorandum or questionnaire may be directed to Donna Uchman of my staff at (916) 324-0513 or (ATSS) 494-0513.


Patricia Pavone, Chief
Benefits and Training Division

Attachment



SAVINGS PLUS PROGRAM
AWARENESS QUESTIONNAIRE

Department

Name/Title of Contact Person

Phone Number

1. Are you interested in having an awareness presentation on the Savings Plus Program held for employees at your facility?

_____ Yes _____ No

2. If so, please attach a list of work locations that you are interested in having a presentation with the potential number of employees at each location. Please include the county in which they are located.

3. Do these sites have meeting rooms available?

_____ Yes _____ No

4. Do these sites have audio-video equipment available?

_____ Yes _____ No

5. What would be the best time of day to have such a presentation? _____

6. Is one month any better than another for such a presentation?

_____ Yes _____ No If yes, which month? _____

7. How many employees would you expect to attend? _____

8. How many employees do you have at your facility? _____

9. Are there any special considerations which we should know to have a more effective presentation?

_____ Yes _____ No

If yes, please describe below.