

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: March 31, 1992

Reference Code: 92-44

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers, Personnel Transactions Supervisors
and Personnel Transactions Staff

From: Department of Personnel Administration

Subject: Delta Dental Automatic Conversion - Enhanced to Basic and Vice Versa

At our request, SCO has made a system enhancement which will automatically convert employees between the Delta Dental Basic and Enhanced plans. This change will eliminate the need to complete a new dental enrollment form (permitting event code 40) for employees enrolled in Delta Dental who have an appointment which changes their CBID and results in their moving from the Basic to Enhanced or vice versa.

EFFECTIVE DATES:

Excluded to Rank and File

Employees moving from excluded to rank and file will be automatically moved into the Delta Basic Plan effective the first day of the month following the change to rank and file. For example, if the change to rank and file is effective April 15, 1992, coverage would be effective May 1, 1992, (April 1992 payroll deduction).

Rank and File to Excluded

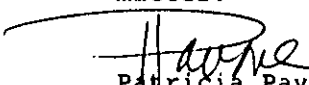
Employees moving from rank and file to excluded will be automatically moved into the Delta Enhanced Plan effective the first day of the month following their first full month as an excluded employee. For example, if the change is effective April 15, 1992, coverage would be effective June 1, 1992, (May 1992 payroll deduction).

NOTE: SCO will make any retroactive payroll adjustments that may be necessary in accordance with the above effective date rules. (i.e., dental premiums for excluded employees and Premium Only Plan (POP) adjustments).

Units 5, 6, and 13

Represented employees in Bargaining Units 5, 6, and 13, are unable to enroll in the Delta Dental Plan as they have their dental benefits provided through their respective union trusts. As a result, there is no automatic conversion for these employees. Accordingly, employees moving in or out of Units 5, 6, or 13, must continue to complete a STD-692, Dental Enrollment Authorization form with Permitting Event Code 40, indicating their choice of dental plan.

Please contact Nicholas Villa, Statewide Dental Coordinator at (916) 324-9486 or ATSS 454-9486 should you have any questions regarding this matter.


Patricia Pavone, Chief
Benefits and Training Division

