

MEMORANDUM

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To: PERSONNEL MANAGEMENT LIAISONS

Date: November 9, 1992
Reference Code: 92-112

THIS SHOULD BE DISTRIBUTED TO ALL:
PERSONNEL TRANSACTIONS STAFF

From: Department of Personnel Administration

Subject: Supplemental Life Insurance


This is to inform you that the Department of Personnel Administration and Metropolitan Life Insurance Company are sponsoring a Supplemental Life Insurance solicitation of all eligible excluded State employees.

Informational brochures will be mailed directly to the home of all eligible employees around the end of November, 1992. Employees are directed to contact Metropolitan by returning the tear off portion of the mailer if they are interested in receiving more detailed information and an application to either enroll in this benefit or increase the amount of coverage they currently have.

As a result of the mailing, some employees may end up contacting their Personnel Offices. Personnel staff should simply refer employees to Metropolitan at (415) 546-3538 or the employee may write to Metropolitan at the address below.

Metropolitan Life Insurance Company
425 Market Street, Area 14F
San Francisco, CA 94105
Attn: State of CA Administration

Personnel Offices do not need to maintain applications for supplemental life insurance or respond to inquiries from employees.


Patricia Pavone, Chief
Benefits & Training Division