

State of California

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: December 30, 1992

Reference Code: 92-131

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers


From: Department of Personnel Administration
Office of the Director

Subject: New Legal Services Benefit

The Department of Personnel Administration is implementing a new Legal Services Plan for employees excluded from collective bargaining as well as rank and file employees in Bargaining Units 1, 2, 3, 9, 10, 11, 18, 20, and 21. This benefit will provide eligible employees and their family members with an opportunity to use an attorney for such legal needs as completing a will, buying a home, representing a child in court, traffic matters, various domestic matters, etc. This will be a voluntary, employee-paid benefit. Open enrollment will be conducted during the month of March 1993. The benefit will become effective on April 1, 1993 for those employees whose enrollment forms are submitted to the State Controller's Office by the March cut-off date. Those forms submitted after the March cut-off date will not become effective until May 1, 1993. Employees who enroll in the Plan will pay a monthly premium which will be automatically deducted from their paycheck.

Midwest Legal Services, Inc. (MLS), has been selected as the contractor to provide the Legal Services benefit to State employees. Several benefit communication techniques will be used to educate employees about the Plan. However, prior to mailing informational materials to eligible employees, MLS representatives would like to meet with personnel officers and benefits administrators to provide detailed information regarding the covered benefits and the administrative procedures. Therefore, MLS will be conducting orientation sessions on January 19, 1993. Within the next week you will be receiving separate correspondence from MLS which will provide more specific information regarding the times and locations of these sessions.

I strongly encourage all Personnel Officers to attend one of the scheduled sessions to learn more about this new benefit. In the interim, if you have any questions, please call Vallita Lewis at (916) 324-9362 or ATSS 454-9362.


David J. Tirapelle
Director

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