

MEMORANDUM

PERSONNEL MANAGEMENT LIAISONS

DATE: November 22, 1993
Reference Code: 93-75

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

All Personnel Officers, Personnel Transactions Supervisors and
Personnel Transactions Staff

FROM: Department of Personnel Administration

SUBJECT: Group Legal Services Plan Open Enrollment for Bargaining Unit 14 Employees

The Department of Personnel Administration will be conducting a special open enrollment for the Group Legal Services Plan from January 3-31, 1994, for employees in Bargaining Unit 14 only.

As you are aware, Unit 14 employees were originally scheduled to enroll during the special enrollment held in August/September, 1993. However, the MOU bill for Unit 14 was not ratified by the Legislature in time for unit employees to participate in the special enrollment. Additionally, the January 1, 1994 MOU effective date has precluded the DPA from holding an earlier open enrollment for Unit 14 employees.

There are approximately 729 Bargaining Unit 14 employees in over 50 state departments/agencies as shown on the attached listing. In order to meet the eligibility criteria, employees must be assigned to a permanent position on a half-time or greater time base. Permanent-intermittent employees are not eligible to enroll in the Group Legal Services Plan.

We are requesting that all departments/agencies with Unit 14 employees take appropriate steps to notify your eligible employees of the January open enrollment. Midwest Legal Services (MLS) will not be mailing an enrollment kit or open enrollment announcement directly to the home of eligible employees as enrollment materials (i.e., brochure, enrollment form, etc.) were previously mailed to Unit 14 employees in July. DPA has requested that the exclusive representative, CSEA, include an article in its newsletter to inform employees of the special open enrollment.

Midwest Legal Services, Inc. (MLS) will be mailing an extra supply of enrollment forms and informational brochures directly to the Personnel Offices of the Employment Development Department, and Department of General Services, Transportation, and Water Resources, as these departments have the largest numbers of Unit 14 employees.

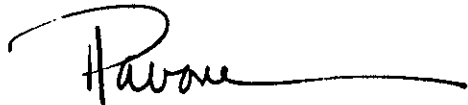
Personnel Offices in departments with a smaller number of Unit 14 employees should take steps to ensure that an adequate supply of enrollment brochures and forms are in stock prior to the January enrollment. Supplies may be ordered by calling MLS directly at 1-800-247-4184.



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Coverage in the Group Legal Services Plan will begin on the first day of the pay period immediately following the pay period from which the first deduction is made. If the employee's enrollment form is correct and is received at the State Controller's Office by January 10, 1994, the first premium deduction will be in the January paycheck and the effective date of coverage will be February 1, 1994. All enrollment forms processed between January 10 and 31 by Departmental Personnel Offices and received at the State Controller's Office by February 10 will have a March 2, 1994 effective date.

If you have any questions regarding this memorandum, please call Vallita Lewis, Benefits Program Manager at (916) 324-9362.



Patricia Pavone, Chief
Benefits and Training Division

Attachment



NUMBER OF R14 EE BY DEPT

DATA AS OF 11/10/93

CBID	DEPT_NAME	SOC_SEC_NO	COUNT
R14	AFRO-AMERICAN MUSEUM		3
	AIR RESOURCES BOARD		3
	BOARD OF EQUALIZATION		12
	BOARD OF GOVERNORS CMTY COLLE		6
	BOATING AND WATERWAYS		1
	CALIF COASTAL COMMISSION		1
	CALIF EXPOSITION AND ST FAIR		2
	CALIF LAW REVISION COMMISSION		1
	CALIF WASTE MANAGEMENT BOARD		2
	CALIFORNIA HIGHWAY PATROL		9
	CALIFORNIA STATE LIBRARY		2
	CALIFORNIA STATE LOTTERY COM		3
	CONSERVATION		3
	CONSUMER AFFAIRS		2
	CORPORATIONS		1
	CORRECTIONS		3
	DEVELOPMENTAL SERVICES		8
	EDUCATION		14
	EMPLOYMENT DEVELOPMENT DEPT		28
	FAIR POLITICAL PRACTICES COMM		1
	FISH AND GAME		2
	FOOD AND AGRICULTURE		9
	FRANCHISE TAX BOARD		14
	GENERAL SERVICES		379
	HEALTH SERVICES		10
	HOUSING AND COMMUNITY DEVELOP		1
	INDUSTRIAL RELATIONS		4
	INSURANCE		1
	JUSTICE		15
	MENTAL HEALTH		4
	MILITARY DEPARTMENT		3
	MOTOR VEHICLES		14
	MUSEUM OF SCIENCE & INDUSTRY		4
	OFFICE OF EMERGENCY SERVICES		4
	OFFICE OF STW HLTH PLNG & DEV		1
	PARKS AND RECREATION		11
	PEACE OFF STANDARDS & TRAING		1
	PUBLIC EMPL'S RETIREMENT SYS		3
	PUBLIC UTILITIES COMMISSION		5
	SECRETARY OF STATE'S OFFICE		1
	SOCIAL SERVICES		4
	STATE COMP INSURANCE FUND		16
	STATE CONTROLLER'S OFFICE		2
	STATE ENERGY RES CONSD&DEV COM		3
	STATE LANDS COMMISSION		2
	STATE PERSONNEL BOARD		2
	TRANSPORTATION		82
	WATER RESOURCES		21
	WATER RESOURCES CONTROL BOARD		4
	YOUTH AUTHORITY		2

TOTAL

729

