

MEMORANDUM

Date: May 6, 1994

Reference Code: 94-27

TO: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

ALL PERSONNEL OFFICERS, PERSONNEL TRANSACTIONS
SUPERVISORS AND PERSONNEL TRANSACTIONS STAFF

FROM: Department of Personnel Administration
Benefits and Training Division

SUBJECT: FLEXELECT BROCHURE AND VIDEO - PLAN YEAR 1995

FlexElect Brochure

The Department of Personnel Administration (DPA), Benefits and Training Division is currently preparing for the FlexElect Open Enrollment (September 1-30, 1994) for Plan Year 1995. We are revising the FlexElect Brochure which will be distributed to departments in August. In order to contain costs, we are asking departments to pre-order the brochures based on an estimate of interested employees in their departments. Please keep in mind that you should not order a brochure for each employee, but only for the number of employees you believe will be interested in the FlexElect Program. We will stock a limited supply of brochures should you need more during the course of the Plan Year.

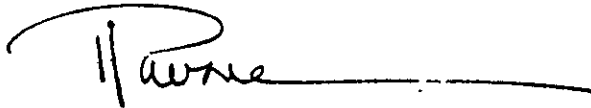
Please indicate on the attached form (Attachment A) how many brochures you will need. In your order, please include the number of brochures you will need for your field offices except for the following departments: **Corrections; Developmental Services; Education; Mental Health; Transportation; and Youth Authority**. These departments should only order brochures needed for employees located at their headquarters. A copy of this PML will be sent to all field offices associated with these departments and they will be asked to submit individual requests.

FlexElect Video

A new FlexElect training video is being produced and will be available in early August 1994. As in the past, DPA will provide each department with one copy of the video. Field offices for the following departments will also receive one copy of the video: **Corrections; Developmental Services; Education; Mental Health; Transportation; and Youth Authority**. Departments will be responsible for duplicating the video to meet organizational needs. DPA will have a limited supply of additional videos for those departments that do not have the capability to duplicate the video for field offices. Please indicate on the attached form (Attachment A) the number of additional videos needed, if any.

This year during the first week of August, DPA will be mailing the FlexElect video to departments. Departments who wish to pick up their copy of the video should contact Susan Barnes prior to August 1. If you are ordering FlexElect Brochures or additional videos, please return the attached form **no later than May 27, 1994**. If you would like to FAX the information, our FAX Number is (916) 322-3769.

A PML will be mailed sometime in June indicating the dates, times and locations of the FlexElect training, which will be held in August. If you have any questions regarding the information contained in this memo, please call Susan Barnes, Benefits Program Analyst at (916) 324-0432 or CalNet 454-0432.

A handwritten signature in black ink, appearing to read "Pavone", with a long horizontal line extending to the right.

Patricia Pavone, Chief
Benefits and Training Division

Attachments (1)

Please complete the address information and indicate the number of FlexElect Brochures and/or additional videos needed. Return completed form to the following address or FAX to (916) 322-3769:

DEPARTMENT OF PERSONNEL ADMINISTRATION
 BENEFITS AND TRAINING DIVISION
 1515 "S" STREET, NORTH BUILDING, SUITE 400
 SACRAMENTO, CA 95814-7243
 ATTENTION: SUSAN BARNES

IMS CODE: D-22

Please return by May 27, 1994

INTERAGENCY MAIL SERVICE (IMS) CODE (IF APPLICABLE)	
NAME OF DEPARTMENT	
DIVISION	
STREET ADDRESS	
CITY, STATE, ZIP CODE	
CONTACT PERSON FOR THIS ORDER	
TELEPHONE NUMBER	

NUMBER OF FLEXELECT BROCHURES NEEDED: _____

ADDITIONAL FLEXELECT VIDEOS NEEDED: _____

Please call Susan Barnes at (916) 324-0432 or CalNet 454-0432 if you have any questions.

