

MEMORANDUM

Date: June 6, 1994

Reference Code: 94-33

PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

ALL PERSONNEL OFFICERS, PERSONNEL TRANSACTION  
SUPERVISORS AND PERSONNEL TRANSACTIONS STAFF

FROM: Department of Personnel Administration  
Benefits and Training Division

SUBJECT: FLEXELECT TRAINING SCHEDULE

The open enrollment period for the 1995 FlexElect Plan Year is September 1, 1994 through September 30, 1994. This year the Benefits and Training Division has restructured the FlexElect Training to provide a more diversified training program which will allow participants to choose the training session which will best meet their needs. All personnel office staff and attendance clerks who feel they could benefit from either of our training sessions are encouraged to attend. The following information reflects what will be covered in each session:

FlexElect Overview

This three-hour training session is designed for personnel staff who are new to personnel or who may need a more detailed overview of the FlexElect Program. This training session will be held from 9:00 am -12 noon as noted on the training schedule and will include:

- Viewing the new FlexElect video
- A detailed review of the procedure manual and brochure
- Discussion of changes for the 1995 Plan Year
- Permanent-Intermittent eligibility and enrollment
- Class exercises on forms completion
- Coordination of other necessary benefit enrollment forms

FlexElect Update

This one and one-half hour training session is designed for personnel staff who are interested in "What's New in FlexElect". This training session will be held from 1:30 pm - 3:00 pm as noted on the training schedule and will include:

- Viewing the new FlexElect video
- Discussion of changes for the 1995 Plan Year
- Open question and answer period

### Training Schedule

The training has been scheduled in cities with the largest concentration of State employees. We are requesting that you send your personnel transaction staff to the closest training site available. Listed below are the dates, times and locations of the training sessions.

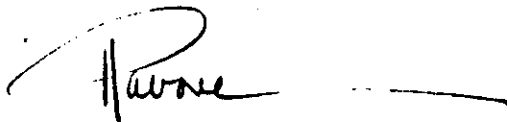
<u>Location</u>	<u>Dates</u>	<u>Time</u>
<b>Fresno</b> Fresno State Building 2550 Mariposa Mall Auditorium, Room 1036	August 2	9:00 am - 12 Noon (overview) 1:30 pm - 3:00 pm (update)
<b>San Luis Obispo</b> California Men's Colony Highway 1 Colony Clubhouse	August 4	9:00 am - 12 Noon (overview) 1:30 am - 3:00 pm (update)
<b>Redding</b> Department of Forestry 6105 Airport Road Classroom 2/3	August 10	9:00 am - 12 Noon (overview) 1:30 pm - 3:00 pm (update)
<b>Sacramento</b> State Training Center 1515 S Street North Building, Suite 105 Colorado/Kern Room	August 9, 16, 23, 25 August 9-11 August 16-18 August 23-25	9:00 am - 12 Noon (overview) 1:30 pm - 3:00 pm (update) 1:30 pm - 3:00 pm (update) 1:30 pm - 3:00 pm (update)
<b>San Diego</b> San Diego State Building 1350 Front Street Auditorium, B109	August 16	9:00 am - 12 Noon (overview) 1:30 pm - 3:00 pm (update)
<b>Riverside</b> School for the Deaf 3044 Horace Street Social Hall	August 17	9:00 am - 12 Noon (overview) 1:30 pm - 3:00 pm (update)
<b>Norwalk</b> Metropolitan State Hospital 11400 S. Norwalk Blvd. Classroom #229	August 18	9:00 am - 12 Noon (overview) 1:30 pm - 3:00 pm (update)
<b>San Francisco</b> State Compensation Ins. Fund 1275 Market Street Counsel Room, 2nd Floor	August 23 August 24	1:30 pm - 3:00 pm (update) 9:00 am - 12 Noon (overview) 1:30 pm - 3:00 pm (update)

**Registration**

All interested persons must register for the FlexElect training in advance by calling Susan Barnes in the Benefits and Training Division at (916) 324-0432 or CalNet 454-0432. FlexElect Procedure Manuals and Brochures will be provided only for those persons who have registered in advance for this training. Additional copies of the FlexElect Procedure Manual can be obtained from DPA after the training has been completed in your area.

Due to limited staff resources, DPA will not be able to conduct training for departmental employees. Therefore, departments are responsible for conducting their own training sessions to inform their employees of the open enrollment period, options available within the FlexElect Program, how to correctly complete the FlexElect enrollment documents, and to distribute FlexElect Brochures. Should questions arise during your department's employee training sessions, please feel free to contact the FlexElect Program Staff, who are always available to provide assistance.

Additional information regarding the FlexElect Open Enrollment Period will be sent out in mid-August. If you have any questions regarding the FlexElect training schedule, please call Susan Barnes, Benefits Program Analyst at the above number.



Patricia Pavone, Chief  
Benefits and Training Division