

MEMORANDUM

PERSONNEL MANAGEMENT LIAISONS

DATE: August 26, 1994
Reference Code: 94-49

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:
Personnel Officers, Personnel Transactions Staff, and LTD Insurance Coordinators

FROM: Department of Personnel Administration

SUBJECT: LTD Training for Trainers
New LTD Eligibility Criteria/Deduction Codes

LTD TRAINING FOR TRAINERS

LTD orientations and training sessions for personnel office staff will be held in September as listed below. Reservations are required for the Sacramento training only as seating is limited. Personnel offices should contact the DPA, Benefits Division, at (916) 324-0532/Calnet 454-0533 by September 6, 1994 with the department name and the number of persons that will attend the Sacramento training.

September 9, 1994 - Sacramento
State Training Center
Colorado/Kern Room
1515 S St., North Bldg., 1st Flr.
Time: 10:00 a.m. - 11:30 a.m. or
1:30 p.m. - 3:00 p.m.

September 9, 1994 - San Francisco
SCIF
Counsel Room, 2nd Flr.
1275 Market St.
Time: 10:00 a.m. - 11:30 a.m.

September 12, 1994 - Redding
Department of Forestry
Classrooms 2 and 3
6105 Airport Rd.
Time: 10:30 a.m. - 12:00 p.m.

September 22, 1994 - San Diego
San Diego State Building
Auditorium (Room B109)
1350 Front St.
Time: 10:00 a.m. - 11:30 a.m.

September 23, 1994 - Los Angeles
Los Angeles State Building
Room 1122
107 South Broadway
Time: 9:30 a.m. - 11:00 a.m. or
1:00 p.m. - 2:30 p.m.

NEW LTD ELIGIBILITY CRITERIA/OPEN ENROLLMENT

The new eligibility criteria for the LTD Insurance for Nonrepresented Employees is as follows:

Eligible employees are active nonrepresented employees appointed permanent, one-half time or greater, and designated Managerial (M), Supervisory (S), Confidential (C), or Excluded/Exempt (E48, E59, E68, E79, E88, E89, E97, E98, or E99). Employees who are on limited term appointments who otherwise meet the eligibility requirements may enroll only if they have a mandatory right of return to a position and status that also meet the eligibility criteria. Permanent Intermittents are not eligible.

Personnel Management Liaisons

August 26, 1994

-2-

Employees who are enrolled in LTD at the time they are redesignated to CBIDs E01 through E21, E58, E67, E77, or E78 are allowed to retain coverage.

Employees who are currently not enrolled in LTD and are redesignated to CBIDs E48, E59, E68, and E79 due to the middle management reduction plan are also eligible to participate in the LTD open enrollment scheduled from September 1, 1994 through October 31, 1994, as well as in all future LTD open enrollments. **Personnel officers are responsible for notifying these employees of the current open enrollment as DPA's mailing of open enrollment packages did not include these employees.** Any employees newly appointed to CBIDs E48, E59, E68, and E79 after the open enrollment are eligible for LTD and should be given a 60-day enrollment period by their personnel office. They are also eligible to participate in future LTD open enrollments.

Employees who are not currently enrolled into LTD at the time they are redesignated to CBIDs E01 through E21, E58, E67, E77, and E78 due to the middle management reduction can participate in the current open enrollment from September 1, 1994 through October 31, 1994. However, they will not be eligible to participate in any future open enrollments. **Personnel officers are responsible for notifying these employees of the current open enrollment as DPA's mailing of open enrollment packages did not include these employees.**


NEW LTD PLAN AND RATE STRUCTURE/DEDUCTION CODES

As announced in our August 2, 1994 PML memo (Reference Code 94-43), the LTD plan structure, premium rate structure, and payroll deduction codes will change effective October 1, 1994. The current four levels of benefits will be replaced with one level of 65% with no Cost of Living Adjustment (COLA). In addition, there will be two different sets of premiums based upon the employee's classification as a Miscellaneous/Non-Safety Employee - Contributes to OASDI/Social Security (Deduction Code: 075-111) or as a Peace Officer/Fire Fighter/Safety Employee - Does Not Contribute to OASDI/Social Security (Deduction Code: 075-112).

LTD ENROLLMENT FORMS/BROCHURES

If you have not already done so, please contact the DPA, Benefits Division, at (916) 324-0533/Calnet 454-0533, to order a supply of the revised LTD enrollment forms (renumbered to GR-11513-9) and informational brochures. These items are not available through State stores. Employees eligible to enroll into LTD as of July 19, 1994 were mailed an open enrollment package, including an enrollment form, to their home address in late August. Personnel offices are still responsible for notifying employees who become newly eligible after July 19, 1994 about the voluntary LTD insurance benefit and providing them with a 60-day enrollment period, informational brochure, and enrollment form.

If you have any questions regarding this memo, please contact Terri Yee of my staff at (916) 325-0533/Calnet 454-0533.


Robert Clifford
Assistant Division Chief
Benefits and Training Division