

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS **DATE:** January 31, 1995
REFERENCE CODE: 95-03

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

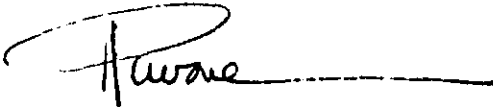
Personnel Officers

FROM: Department of Personnel Administration

SUBJECT: BENEFITS ADMINISTRATION MANUAL REVISION

The first revision of the Benefits Administration Manual is being distributed under separate cover to all departments who received the first release of the manual. The revision includes new sections for the Employee Assistance Program and the FlexElect Program, along with updates to the Life Insurance, Long Term Disability and Deduction Code sections.

If the revision has not been received by March 3, 1995, please call the Benefits Division at (916) 322-0300, (CALNET 492-0300).



Patricia Pavone, Chief
Benefits and Training Division