

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: February 16, 1995
REFERENCE CODE: 95-09

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: GROUP LEGAL SERVICES PLAN EMPLOYEE ORIENTATIONS

As we previously informed you in PML 95-02 and in the January Benefits News, the annual open enrollment for the Group Legal Services Plan will be held from March 2 - May 1, 1995.

Midwest Legal Services (MLS), the vendor administering the Legal Plan, will be conducting a number of employee orientation sessions around the state during the open enrollment period. While DPA and MLS have conducted several training sessions for personnel transactions staff over the past several years, this is the first time that orientation sessions have been offered to employees. The purpose of the orientation is to provide interested employees with an overview of the Plan, including a description of the covered legal services and exclusions, how to access the Plan, the levels of coverage, and the waiting periods, etc.

Training Schedule

The employee orientations have been scheduled in cities (areas) with the largest concentration of State employees. Three sessions per day have been scheduled. Because of limited seating capacity, seating for all the sessions will be on a first come, first serve basis.

Listed below are the dates, times and locations of the orientations:

<u>Location</u>	<u>Dates</u>	<u>Time</u>
Sacramento Water Resources Bldg. 1416 9th Street Auditorium, 1st Floor	March 15 &	8:30 a.m.-10:00 a.m.
	March 16	10:30a.m.-12 Noon
		1:30 p.m.-3:00 p.m.

<u>Location</u>	<u>Dates</u>	<u>Time</u>
San Francisco State Compensation Insurance Fund 1275 Market Street Pac Room, 2nd Floor	March 17	8:30 a.m.-10:00 a.m. 10:30a.m.-12 Noon 1:30 p.m.-3:00 p.m.
San Diego San Diego State Bldg. 1350 Front Street Auditorium, B109	March 22	8:30 a.m.-10:00 a.m. 10:30a.m.-12 Noon 1:30 p.m.-3:00 p.m.
San Bernardino Board of Equalization 303 West Third Street Auditorium, Rm. 500	March 29	8:30 a.m.-10:00 a.m. 10:30a.m.-12 Noon 1:30 p.m.-3:00 p.m.
Los Angeles Los Angeles State Bldg. 107 South Broadway Auditorium, Rm. 1138	March 29 & March 30	8:30 a.m.-10:00 a.m. 10:30a.m.-12 Noon 1:30 p.m.-3:00 p.m.

In order to ensure maximum employee attendance we will need the cooperation of personnel office staff in disseminating this information to employees on a timely basis. To facilitate this effort, MLS will be mailing you a limited number of posters that can be posted on bulletin boards and other highly visible locations. In addition, MLS will be sending a 8-1/2x11 master that can be duplicated and distributed to your employees and to field offices in the areas where the orientations will be conducted.

If you have any questions regarding the orientations, please call Susan Wong at (916) 324-9378.



Patricia Pavone, Chief
Benefits and Training Division