

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: June 13, 1995
REFERENCE CODE: 95-030

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS, PERSONNEL TRANSACTIONS SUPERVISORS AND
PERSONNEL TRANSACTIONS STAFF

FROM: Department of Personnel Administration
Benefits and Training Division

SUBJECT: FLEXELECT TRAINING SCHEDULE, BROCHURE, PROCEDURE MANUAL, and VIDEO for
PLAN YEAR 1996

CONTACT: Susan Barnes, Benefits Program Analyst
(916) 324-0432 or CALNET 454-0432
Office Vision: DPA (SEBARNES)
INTERNET: SEBARNES@SMTP.DPA.CA.GOV

The open enrollment period for the 1996 FlexElect Plan Year is September 1, 1995 through September 30, 1995. This memo provides information on the training sessions which will be provided by the Department of Personnel Administration (DPA), as well as information on ordering 1996 FlexElect Brochures, Procedure Manuals and the FlexElect training video.

FlexElect Training

This year the DPA will conduct three-hour training sessions designed specifically for personnel staff who are new to personnel or who may need a detailed overview of the FlexElect Program. The attached FlexElect Training Schedule and Registration Form (Attachment A) gives the locations, dates, and times of these sessions.

All personnel staff interested in attending a FlexElect training session must register in advance by completing Sections A and B on Attachment A. **Please remember that class size is limited and personnel staff will be registered based on the date DPA receives your registration form. We encourage you to register early.**

At this time there have not been any major program changes for the 1996 Plan Year. As a result, DPA has decided not to conduct the 1-2 hour FlexElect update sessions which were held last year. Departments need to be aware, however, that collective bargaining agreements expire on June 30, 1995. With bargaining currently underway, the benefits available in the State's FlexElect Program could be impacted. If that should occur, DPA will ensure that those who enroll during the FlexElect open enrollment are advised and allowed to take appropriate action. In addition, DPA will be assessing how any changes which should occur will be communicated, not only to employees but to Personnel transactions staff.

Due to limited staff resources, DPA will not be able to conduct training for departmental employees. Therefore, as in the past, departments are responsible for conducting their own training/awareness sessions to inform employees of the open enrollment period, options, and how to enroll in the FlexElect Program. The FlexElect staff is available to answer questions that may arise during your department's employee training sessions. Questions should be directed to Janice Yates, FlexElect Benefit Program Analyst at (916) 324-0535 or CALNET 454-0535.

Employee Communications

As in the past, the DPA will be communicating the FlexElect Open Enrollment Period to employees through a variety of sources. A notification will be mailed in August to the home of all employees currently enrolled in the 1995 Cash Option informing them that they will be automatically re-enrolled for the 1996 Plan Year. As permanent intermittent (PI) employees are required to re-enroll in the Cash Option each year, they will not receive this notification but will receive a postcard reminder about the FlexElect open enrollment period.

In addition to the automatic Cash Option notification, postcard reminders are being sent to all employees enrolled in a FlexElect Reimbursement Account. There will also be a payroll stubber to be distributed with the August pay warrants informing all employees about the September FlexElect Open Enrollment Period. This message will also be conveyed as a global message on the August pay warrant stub.

FlexElect Brochures and Procedure Manuals

The FlexElect Brochure and Procedure Manual is currently being revised for the 1996 Plan Year and will be available in August. As in previous years, you may order Brochures by completing Sections A and B of the attached order form (Attachment B).

In past years, the Procedure Manuals were distributed at the training classes conducted by DPA. Because DPA has eliminated the update training session this year, extra copies of the 1996 Procedure Manuals for personnel and attendance clerk staff not attending a training session may be ordered by completing Section C of the order form (Attachment B).

When indicating the number of brochures and procedure manuals you will need, please also include the number 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 a separate request.

FlexElect Video

A new FlexElect Video is not being produced for the 1996 Plan Year. The video distributed in August 1994 for the 1995 Plan Year should be used in training for the 1996 Plan Year. Each department was provided with one copy of the video at no charge. Additionally, field offices for the following departments were also provided with one copy of the video: **Corrections; Developmental Services; Education; Mental Health; Transportation; and Youth Authority.** If a department has misplaced its original video, a duplicate will be provided at no charge for the 1996 Plan Year. Departments will be responsible for duplicating the video to meet organizational needs. DPA will also have a limited supply of videos for those departments that do not have the capability to duplicate the video for their field offices. If a replacement video or additional videos are needed, please complete Section D of the order form (Attachment B).

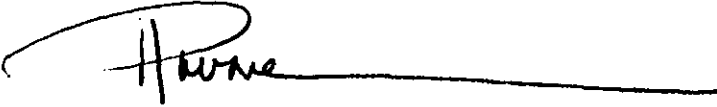
FlexElect Reimbursement Accounts - Third Party Administrator

Effective January 1, 1996 the State's contract with Fringe Benefits Management Company (FBMC), the third party administrator (TPA) for the Medical Reimbursement and the Dependent Care Reimbursement Accounts will expire. DPA is currently in the bidding process to obtain a TPA effective January 1, 1996. In the 1996 brochure and procedure manual the TPA is still referred to as FBMC. Information will be distributed to all plan participants and personnel offices should this bidding process result in a change to the TPA.

Submitting the FlexElect Training and Order Form to DPA

In an effort to streamline the training registration process, all departments who have access to a FAX machine are being asked to FAX their training registration forms to Susan Barnes in the Benefits and Training Division at FAX number (916) 322-3769. Those few departments/field offices that may not have a FAX machine available may call Susan directly at the number listed below. In order to ensure that your FlexElect Training and Order Form is processed in time for the scheduled training and open enrollment period, the form must be received at DPA no later than **June 30, 1995.**

If you have questions regarding this information, please contact Susan Barnes at (916) 324-0432 or CALNET 454-0532.



Patricia Pavone, Chief
Benefits and Training Division

Attachments



FLEXELECT TRAINING SCHEDULE AND REGISTRATION FORM 1996 PLAN YEAR

Please complete Section A and B to register for the FlexElect Training. We encourage you to register early and FAX your registration form to Susan Barnes at (916) 322-3769. Class size is limited and registrations will be processed based on the date received by DPA.

Section A

Name of Department:	Contact Person:
Fax Number: ()	Telephone Number: ()

Section B

OUT-OF-TOWN TRAINING			
Location	Date	Time	Number Attending
<u>Pismo Beach</u> (805) 773-4671 Shore Cliff Lodge 2555 Price Street	August 3	9:00 am to 12 Noon	
<u>San Francisco</u> (415) 565-1714 State Compensation Insurance Fund 1275 Market Street, Counsel Room - 2nd Floor	August 8	1:00 pm to 4:00 pm	
	August 9	9:00 am to 12 Noon	
<u>Redding</u> (916) 246-5362 Department of Forestry 6105 Airport Road, Classroom 2/3	August 10	9:00 am to 12 Noon	
<u>San Diego</u> (619) 239-2200 Double Tree Inn at Horton Plaza 910 Broadway Circle, Santa Fe Room	August 15	9:00 am to 12 Noon	
<u>Riverside</u> (909) 788-8989 Marriott Courtyard 1510 University Avenue	August 16	9:00 am to 12 Noon	
<u>Norwalk</u> (310) 863-6666 Sheraton Norwalk 13111 Sycamore Drive	August 17	9:00 am to 12 Noon	
<u>Fresno</u> (209) 268-1000 Holiday Inn 2233 Ventura Street	August 24	9:00 am to 12 Noon	
SACRAMENTO TRAINING			
<u>Sacramento</u> (916) 324-0432 State Training Center 1515 S Street, North Bldg., Suite 105 Colorado/Kern Room	August 9	9:00 am to 12 Noon	
	August 10	1:00 pm to 4:00 pm	
	August 15	1:00 pm to 4:00 pm	
	August 16	9:00 am to 4:00 pm	
	August 22	9:00 am to 12 Noon	
	August 24	1:00 pm to 4:00 pm	



**FLEXELECT BROCHURE, PROCEDURE MANUAL
AND VIDEO ORDER FORM
1996 PLAN YEAR**

To order 1996 FlexElect Brochures, Procedure Manuals or a Video, please complete each section below. All material ordered will be mailed to the address you indicate in Section A. To ensure you receive your material prior to the September Open Enrollment, your order form must be received by DPA no later than June 30, 1995. We encourage you to FAX your order form to Susan Barnes at (916) 322-3769 or you can mail it to the following address:

Department of Personnel Administration
Benefits and Training Division
1515 S Street, North Building, Suite 400
Sacramento, CA 95814
Attn: Susan Barnes

Section A

Name of Department:	Division:
Mailing Address:	City, State, Zip Code:
Contact Person:	Telephone Number: ()
FOR SACRAMENTO ONLY - Interagency Mail Service (IMS) Code:	

Section B

FLEXELECT BROCHURES
Number of FlexElect Brochures needed:

Section C

FLEXELECT PROCEDURE MANUAL
Number of FlexElect Procedure Manuals needed for those personnel staff not attending the training:

Section D

FLEXELECT VIDEOS
Number of FlexElect Videos needed:

1
1
1

1

1