

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: June 5, 1996
REFERENCE CODE: 96-026

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS, PERSONNEL TRANSACTION SUPERVISORS
AND PERSONNEL TRANSACTION STAFF

FROM: Department of Personnel Administration
Benefits Division

SUBJECT: FLEXELECT PROGRAM - PLAN YEAR 1997

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

The annual open enrollment period for the 1997 FlexElect Plan Year is September 1, 1996 through October 15, 1996. This memo provides information on communication material that will be mailed to employees and how department personnel offices can order 1997 FlexElect Brochures and Procedure Manuals.

At this time, there will be no major changes to the FlexElect Program for the 1997 Plan Year. Therefore, the staff at the Department of Personnel Administration (DPA), Benefits Division has decided not to conduct any formal training for this program prior to the annual open enrollment period. Departments need to be aware that the collective bargaining agreements expired on June 30, 1995 and the benefits available in the State's FlexElect Program could be impacted depending on the outcome of the current bargaining process. DPA will ensure that employees who enroll during the FlexElect open enrollment, as well as personnel office staff, will be advised of any changes which may occur as a result of the collective bargaining process.

Employee Communications

Departments are responsible for informing their employees of the open enrollment period, the available options and how to enroll in the FlexElect Program. We encourage departments to conduct training/awareness sessions for employees prior to the open enrollment period. DPA staff are available to answer questions that may arise during your department's employee training/awareness sessions. You may contact Janice Yates, Benefits Program Specialist, at (916) 324-0535 or CALNET 454-0535.

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 1996 Cash Option informing them that they will be automatically re-enrolled for the 1997 Plan Year. Permanent-Intermittent (PI) employees are required to re-enroll in the Cash Option each year and will not receive this notification, but will receive a postcard reminder about the FlexElect Open Enrollment Period. Postcard reminders will also be sent to all employees enrolled in a FlexElect Reimbursement Account.

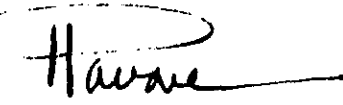
DPA will be preparing a payroll stuffer for departments to distribute with the August pay warrants informing all employees about the FlexElect Open Enrollment Period. In addition, a global message will be printed on the bottom of the August pay warrants regarding the open enrollment period.

FlexElect Brochures and Procedure Manuals

The FlexElect Brochure and Procedure Manual is currently being revised for the 1997 Plan Year and will be available in early August. To order brochures and procedure manuals for your personnel office staff, please complete the attached request form (Attachment A) and fax or mail it back to Susan Barnes, as indicated on the top of the request form, by July 1, 1996.

When indicating the number of brochures and procedure manuals your department will need, please also include the number needed for your field offices, except for the following departments: **Corrections; Developmental Services; Education; Mental Health; and Youth Authority.** These departments should only order brochures needed for employees located at their headquarters office. 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.

If you have any questions regarding the information contained in this PML, please contact Susan Barnes at (916) 324-0432 or CALNET 454-0432.



Patricia Pavone, Chief
Benefits Division

Attachment

REQUEST FORM

FLEXELECT BROCHURE and PROCEDURE MANUAL

1997 PLAN YEAR

To order 1997 FlexElect Brochures or Procedure Manuals, 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 request form must be received by DPA no later than July 1, 1996. We encourage you to FAX your request form to Susan Barnes at (916) 322-3769 or you can mail it to the following address:

Department of Personnel Administration
Benefits 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:

