

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS
DATE: September 9, 1997
REFERENCE CODE:97-034

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff

FROM: Department of Personnel Administration
Benefits Division

SUBJECT: Group Legal Services Plan Special Open Enrollment --Bargaining Unit 12
Employees Only

CONTACT: Susan Wong, Personnel Management Technician
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A special open enrollment will be conducted from October 1, 1997 - December 1, 1997 to provide Bargaining Unit 12 employees an opportunity to enroll in the Group Legal Services Plan prior to the annual open enrollment (March/April). Unit 12 employees recently became eligible for the plan as a result of a Side Letter Agreement which was signed by the State and the International Union of Operating Engineers (IOUE) on July 22, 1997.

Nonrepresented employees and all other eligible rank and file employees cannot enroll during this special enrollment period. "Newly eligible" employees continue to have a 60-day eligibility period to enroll in the plan.

Eligible Criteria

Only individuals who meet the following criteria are eligible to enroll during this special open enrollment period:

1. Permanent or probationary employees in Bargaining Unit 12 who work a half-time or greater timebase.
2. Dependents of eligible BU 12 employees as defined below are eligible for coverage:

- a. A lawful spouse;
- b. Any unmarried, dependent children under the age of 23. Children include natural, step-children, adopted children, and children for whom the employee is the legal guardian.
- c. An unmarried child, 23 years or over, if he or she is incapable of self-support because of physical disability or mental incapacity and he/she is chiefly dependent on the eligible employee for support and maintenance.

Permanent-intermittent BU 12 employees are not eligible to enroll.

Effective Dates of Coverage

Plan coverage will begin on the first day of the pay period following the pay period from which the first premium deduction is made. Specifically, if the employee's enrollment form is processed by the Personnel Office and forwarded to the State Controller's Office (SCO) by October 10, 1997 (and there are no errors on the form), the first effective date of coverage will be October 31, 1997. For those employees whose enrollment forms are received at SCO by November 10, 1997, the benefit will become effective on December 2, 1997. Enrollment forms received in Personnel Offices by December 1 and forwarded to SCO by December 10, 1997 will have a January 1, 1998 effective date.

Employees cannot receive a retroactive effective date. SCO will return any incorrectly completed forms to the Personnel Office for correction, which will result in a delay of the effective date. The "cut-off" date upon which the corrected form is returned to SCO will determine the employee's effective date of coverage.

In addition, given the close proximity of the annual open enrollment to the BU 12 special enrollment period, DPA will not be approving requests for exceptional enrollments (ie, enrollments past the December 1 deadline), unless the Personnel Office can substantiate via a "department copy" (pink copy) that an enrollment form was submitted during the enrollment period and forwarded to SCO. Any requests for exceptional enrollments should be sent to Susan Wong, of the Benefits Division no later than January 30, 1998. BU 12 employees who miss enrolling during this special enrollment period will have another opportunity to enroll in the plan in March/April, 1998 when the annual open enrollment is conducted.

Employee Communications

A variety of communications will be used to inform Bargaining Unit 12 employees of the Group Legal Services Plan special open enrollment. The current plan provider, Midwest Legal Services, will be mailing an enrollment packet directly to the home address (on file at SCO) of all eligible Bargaining Unit 12 employees (approximately 9,600 employees) in early September. The packet will include a cover letter announcing the enrollment period, a plan brochure, a listing of plan attorneys and an enrollment form.

In addition to the enrollment packet, eligible employees will be notified about the special open enrollment through a global message on their September 30, 1997 paycheck.

IUOE will also be including an article in their October newsletter.

Plan Brochures and Enrollment Forms

It is not necessary for departments to maintain a large supply of plan brochures and enrollment forms as these materials are mailed directly to eligible employees' homes during enrollment periods. However, department Personnel Offices should make sure that an adequate supply of enrollment forms and brochures are in stock for use in enrolling "newly eligible" employees. Additional supplies can be ordered by calling Midwest Legal Services at 1-800-247-4184. DPA does not maintain these forms for distribution to departments. **Please ensure that the enrollment forms you have in stock list the current monthly premiums of \$9.49 for single coverage and \$17.32 for family coverage.** SCO will not process and will return to Personnel Offices any enrollments completed on outdated enrollment forms.

We appreciate your assistance in making this a successful enrollment for BU 12 employees. If you have any questions regarding this memo, please call Susan Wong at (916) 324-9378 or Calnet 454-9378 or Vallita Lewis at (916) 324-9362 or Calnet 454-9362.



Kathie Vaughn, Chief
Benefits Division

