

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: January 31, 2002
REFERENCE CODE: 2002-006

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 Insurance Plan - 2002 Annual Open Enrollment

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The annual open enrollment for the State's Group Legal Services Insurance Plan will be held from March 1 through April 30, 2002. During this enrollment period, eligible employees may enroll in the Plan and current enrollees can change their coverage from single to family/family to single, add/delete eligible dependents, or cancel coverage. Employees already enrolled in the Plan are not required to re-enroll each year in order to continue coverage.

This memo provides information on the plan eligibility criteria, effective dates of coverage, training sessions for eligible employees, and instructions on ordering plan enrollment materials.

CARRIER

The plan administrator, ARAG® Group, is a leader in its industry, providing high quality service and access to professional legal advice for State employees eligible to participate in the Plan. ARAG Group currently provides coverage for more than 22,000 state of California employees. Its attorney network spans the State, and is accessible to employees located in other states. ARAG Group may be contacted at (800) 247-4184, or via its Web site at <http://members.araggroup.com/california>.

PREMIUM RATES

The monthly premium has been decreased to **\$9.60** for individual coverage and **\$16.95** for family coverage (employee and one or more eligible dependents). These rates are guaranteed through March 31, 2005, future enhancements notwithstanding. **Please discard any enrollment forms and brochures that contain old rates. The State Controller's Office (SCO) will not process enrollment forms that list incorrect premium rates.**

ELIGIBILITY CRITERIA

Employees eligible to enroll in the State's Group Legal Services Insurance Plan during this open enrollment period include:

1. Permanent or probationary employees excluded from collective bargaining, with a timebase of half-time or more, who are represented by the following designations:
 - Managerial (M, E59, E79, E99)
 - Supervisory (S, E48, E58, E68, E78, E98)
 - Confidential (C, E97)
 - Excluded/Exempt (E88, E89)
 - E01 through E21, E67, E77

2. Permanent or probationary employees with a timebase of half-time or more, who are represented by the following Bargaining Units:
 - Units 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, and 21

Employees in Bargaining Unit 8 and Permanent-Intermittent employees are not eligible to enroll.

Employees on Training and Development assignments or limited-term assignments are eligible to participate in the program only if their permanent civil service appointment and resulting CBID are in one of the eligible categories.

Dependent Eligibility

Eligible dependents are defined as:

1. a lawful spouse;
2. any unmarried, dependent child under the age of 23 who has never been married;

- a. children include natural, stepchildren, adopted children, and children for whom the employee is the legal guardian; and
- b. any economically dependent child, 23 years of age or over if he/she is incapable of self-support because of a physical or mental disability who has never been married and is chiefly dependent on the eligible employee for support and maintenance.

Family members who are not eligible include the eligible employee's parents and grandparents, domestic partners, children under the age of 23 who are married, or who have been married, and children over age 23, unless disabled as specified above. Employees are responsible for notifying the Human Resources/Personnel Office to complete the necessary paperwork when a child loses dependent eligibility.

EFFECTIVE DATES OF COVERAGE

The employee's effective date of coverage will begin on the first day of the pay period following the first premium (payroll) deduction. For example, for completed enrollment forms processed by the Personnel Office and forwarded to the SCO by March 10 (and there are no errors on the form), the first premium deduction will be in the March paycheck, and the effective date of coverage will be April 1. For enrollment forms received by SCO on or after March 11 through April 10, the effective date of coverage will be May 1. Any enrollment forms received by SCO on or after April 11 through May 10 will have an effective date of June 1.

Timely processing is important. Late enrollments will not be approved for a retroactive effective date. Because this is a pre-paid plan a payroll deduction must appear on the employee's paycheck before coverage can begin. SCO will return any incorrectly completed forms to the Human Resources/Personnel Office for correction, which will delay the enrollment date. The date when the corrected form is returned to the SCO will determine the employee's effective enrollment date.

The SCO will not process enrollment forms that have a projected future enrollment date (Benefits Administrative Manual [BAM], Group Legal Services Plan, Section C-5). For example: the employee submits the form to the Personnel Office on April 1, 2002, and the agency designee documents the effective enrollment date as June 1, 2002. In this example, the employee would have been eligible for a May 1, 2002, effective date. However, the SCO will not key in the application until the cut-off date for a June 1

effective date, thus delaying the employee's effective date of enrollment by one month.

EMPLOYEE COMMUNICATIONS

A variety of communications will be used to inform employees of the Group Legal Services Insurance Plan open enrollment period. In mid-February, an open enrollment packet will be mailed directly to the home address (i.e., the address on file with SCO as of December 31, 2001) of approximately 184,000 eligible employees who are not currently enrolled in the plan. The packet will contain a cover letter, an enrollment form, a plan brochure, and a schedule of training sessions that will be conducted throughout the State beginning in February. A complete listing of the sites and dates is provided in this memo.

Employees will also be reminded of the open enrollment period through a global message on their paycheck stub for the March pay period (dated March 31, 2002.) The March 2002 DPA Benefits News will feature the 2002 Group Legal Services Insurance Plan Open Enrollment. Please distribute the Benefits News to your employees. The Benefit News can also be accessed via the DPA Web site at www.dpa.ca.gov.

PLAN BROCHURES AND ENROLLMENT FORMS

During the open enrollment period, all eligible employees will receive an enrollment form and brochure in the mail. Human Resources/Departmental Personnel Offices do not need to order large quantities of these materials. BAM Section 1503 (**Newly Eligible/Hires**) suggests Departments keep an adequate supply of marketing materials in stock for employees who become newly eligible (e.g., new hire, transfer from an ineligible bargaining unit to an eligible bargaining unit/classification) and for after the open enrollment period for enrollees who have a status change (e.g., marriage, divorce, birth of a child or adoption, child reaching an ineligible age, etc.)

DPA does not maintain these forms for distribution to departments. Departments may order supplies directly from ARAG® Group. The toll-free number (1-800-247-4184) is available 24 hours a day, or requests may be emailed to service@araggroup.com. The Web site is at <http://members.araggroup.com/california>.


EMPLOYEE TRAINING SESSIONS

From February through April, representatives from ARAG Group and DPA will conduct employee training sessions throughout the state. The purpose of these sessions is to provide eligible employees with more detailed information regarding the Group Legal Services Insurance

Plan (i.e., what services are covered, how to access the plan, the reason for waiting periods for certain services, etc.)

In order to maximize employee attendance, we will need the assistance of personnel offices in publicizing the training sessions to employees. We would appreciate if you would reproduce and distribute the enclosed schedule to your offices/field locations or communicate this information via e-mail messages, memos, or other feasible communications methods.

We appreciate your continued assistance in explaining the Group Legal Services Insurance Plan to your employees and processing the enrollment documents on a timely basis. Your assistance was instrumental in a highly successful open enrollment last year with more than 4,500 employees enrolling in the plan. If you have any questions regarding this memo, you may call Sondra Cooper at (916) 324-9365, CALNET 454-9365, or email sondracooper@dpa.ca.gov.


Terri Westbrook, Chief
Benefits Division



NORTHERN CALIFORNIA LOCATIONS

San Jose - Downtown - March 1, 2002

San Jose State Building
100 Paseo de San Antonio, Auditorium
10:30 a.m. to 11:30 a.m.
1:30 p.m. to 2:30 p.m.

Oakland - March 5, 2002

Department of Transportation
111 Grand Avenue, Auditorium
9:00 a.m. to 10:00 a.m.
10:30 a.m. to 11:30 a.m.
1:30 p.m. to 2:30 p.m.

Oakland - March 6, 2002

Harris Building
1515 Clay Street, 112-Training Room BCD
10:30 a.m. to 11:30 a.m.
1:30 p.m. to 2:30 p.m.

San Jose - March 7, 2002

Agnews Developmental Center
3500 Zanker Road, Café Lobby - Bldg. 28
9:00 a.m. to 4:00 p.m.
open session

Sacramento - March 20, 2002

Board of Equalization
450 N Street, Auditorium
9:00 a.m. to 10:00 a.m.
11:00 a.m. to 12:00 p.m.
1:30 p.m. to 2:30 p.m.

Sacramento - March 21, 2002 & March 22, 2002

Water Resources Building
1416 9th Street, Auditorium
9:00 a.m. to 10:00 a.m.
10:30 a.m. to 11:30 a.m.
1:30 p.m. to 2:30 p.m.
(Same times both days)

Chico - April 3 & 4, 2002

1367 E. Lassen Avenue, SE B-1
9:30 a.m. to 10:30 a.m.
11:15 a.m. to 12:15 p.m.
1:30 p.m. to 2:30 p.m.

Chico - April 5, 2002

421 Main Street
Council Chambers
9:30 a.m. to 10:30 a.m.
11:00 a.m. to 12:00 p.m.
1:30 p.m. to 2:30 p.m.

CENTRAL CALIFORNIA LOCATIONS

Fresno - March 25, 2002

Department of Motor Vehicles (North)
6420 North Blackstone
8:30 a.m. to 9:30 a.m.
10:15 a.m. to 11:15 a.m.
12:30 p.m. to 1:30 p.m.
2:15 p.m. to 3:15 p.m.

Fresno - March 26, 2002

Department of Rehabilitation
2550 Mariposa Mall, First Floor
9:30 a.m. to 10:30 a.m.
11:30 a.m. to 12:30 p.m.
2:30 p.m. to 3:30 p.m.

Fresno - March 27, 2002

Transportation - District 6
2015 East Shields Avenue
11:00 a.m. to 12:00 p.m.
1:30 p.m. to 2:30 p.m.

Bakersfield - April 11, 2002

Department of Rehabilitation
1405 Commercial Way, SE 120
10:00 a.m. to 11:00 a.m.
11:15 a.m. to 12:15 p.m.
1:30 p.m. to 2:30 p.m.

SOUTHERN CALIFORNIA LOCATIONS

Los Angeles - February 26, 2002

Ronald Reagan Building
300 South Spring Street, Auditorium
10:30 a.m. to 11:30 a.m.
1:30 p.m. to 2:30 p.m.

Van Nuys - February 27, 2002

State Building
6150 Van Nuys Boulevard, Room 135/Auditorium
10:30 a.m. to 11:30 a.m.
1:30 p.m. to 2:30 p.m.

San Diego - March 11, 2002

San Diego State Building
1350 Front Street, Auditorium/Room B-109
10:30 a.m. to 11:30 a.m.
1:30 p.m. to 2:30 p.m.

Irvine - March 13, 2002

Dept. of Transportation
3347 Michelson Drive, SE 100, Room C1116
10:30 a.m. to 11:30 a.m.
1:30 p.m. to 2:30 p.m.

Costa Mesa - March 14, 2002

Fairview Developmental Center
2501 Harbor Boulevard, Admin. - Small Class Room
8:00 a.m. to 4:00 p.m.
open session

Riverside - March 18, 2002

California Tower
3737 Main Street, Highgrove Room
10:30 a.m. to 11:30 a.m.
1:30 p.m. to 2:30 p.m.

San Bernardino - March 28, 2002

Government State Building
464 W. Fourth Street, Training Room 8th Floor
10:30 a.m. to 11:30 a.m.
1:30 p.m. to 2:30 p.m.

Norwalk - April 1, 2002

Metropolitan State Hospital
11401 South Bloomfield Avenue, James Hall
9:00 a.m. to 4:00 p.m.
open session

