

HUMAN RESOURCES MEMORANDUM

SUBJECT: 2010 GROUP LEGAL SERVICES INSURANCE OPEN ENROLLMENT	NUMBER: 10-003
	DATE ISSUED: February 24, 2010
DISTRIBUTION: MANAGERS AND SUPERVISORS, PERSONNEL LIAISONS; ATTENDANCE CLERKS	EXPIRES: Until superseded

Introduction The annual open enrollment for the State's Group Legal Services Insurance Plan (SLSIP) "Plan" is March 1 through April 30, 2010.

Purpose The purpose of this Human Resource Memorandum (HR Memo) is to inform all eligible employees of the Group Legal Services Insurance open enrollment and to give them information regarding allowable changes during open enrollment.

Open enrollment Current employees may change their coverage from single to family, family to single, and add/delete eligible dependents. Employees already enrolled in the plan are not required to re-enroll each year in order to continue coverage.

Eligibility criteria Employees eligible to enroll in the plan during this open enrollment period include:

- Permanent or probationary employees with a time base of half-time or more, who are designated rank and file, managerial, supervisory, confidential, and excluded/exempt
- Permanent-intermittent employees who have worked a minimum of 480 paid hours during the last control period ending December 31; and
- Employees on Training and Development assignments or limited-term assignments with an appointment of six months or more are eligible to participate in the program only if their permanent civil service appointment is in one of the eligible categories and they work half time or more
- A spouse/domestic partner (with a power of attorney) is eligible to enroll on behalf of an employee who is serving active duty and is not available during the specified enrollment period

Note: *Employees off work status or on a leave of absence cannot enroll in the program until they return to active status.*

Dependent eligibility

Eligible dependents are defined as:

- A lawful spouse or domestic partner;*
- Any unmarried, dependent child under the age of 23 who has never been married;
 - Children include natural, stepchildren, adopted children, and children for who the employee is the legal guardian, and children of either domestic partner, and
 - Any economically dependent child, 23 years of age or over, if he/she is incapable of self-support because of a physical disability or mental incapacity, who has never been married and is dependent on the eligible employee for support and maintenance

**Domestic partner coverage is available to same sex partners (registered with the Secretary of State or same sex marriage if entered into prior to November 5, 2008) or opposite sex partners if the state employee and/or the domestic partner are age 62 or older and eligible for Social Security benefits.*

Important: Employees should be reminded that they are responsible for notifying their Attendance Clerk when a dependent child loses eligibility and to complete the necessary paperwork to delete the dependent.

Who is not eligible

Family members who are not eligible include the following:

- Parents
 - Grand parents
 - Children under the age of 23 who are married, or who have been married
 - Children over age of 23, unless disabled as specified above.
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Carrier

The plan administrator, ARAG Insurance Company provides services and access to professional legal advice for State employees. To get additional information, please contact ARAG's Customer Care Center toll-free 866-762-0972, TTY 800 383-4184, or 711 to reach a relay operator (Monday – Friday, 5:00 a.m. – 5:00 p.m., Pacific Standard Time), or visit them on their web site at: <http://members.ARAGgroup.com/california> or DPA at www.dpa.ca.gov (Benefits/Group Legal Services Insurance Program).

Premium rates The monthly premium is \$9.84 for individual coverage and \$17.39 for family coverage (employee and one or more eligible dependents).

Note: Insured member(s) can cancel coverage at any time.

Effective dates The employee's effective date of coverage will be the first day of the pay period following the first premium (payroll) deduction.

State Controller's Office receives Group Legal enrollment form by...	Employee's Group Legal coverage will be effective...
March 10, 2010	April 1, 2010
March 11- April 10, 2010	May 1, 2010
April 11 – April 30, 2010	June 1, 2010

Timely processing is important. Because this is a pre-paid plan, a payroll deduction must appear on the employee's paycheck before coverage can begin. Incorrectly completed forms will cause a delay in the enrollment date.

Notification of open enrollment Open enrollment packets are mailed directly to the home address of eligible employees who are not currently enrolled in the plan. The package contains a cover letter and Legal Risk Assessment form, an enrollment application and a plan brochure.

Military leave ARAG will waive the monthly premium for State employees already enrolled in the plan who have been called to active duty for the War on Terrorism. To qualify for this benefit the employee must provide ARAG with a completed copy of the Military Leave Worksheet/documentation authenticated by his or her employing department. The request must be sent to:
ARAG North America,
Attention Accounts Payable re: Military Leave
P.O. Box 93180
Des Moines, IA 50393-3180.

Note: This waiver will not apply to active duty served after the close of the War on Terrorism.

Questions If you have any questions, please contact your Personnel Specialist.

/s/
MARIA J. LOPEZ, Manager
Personnel Operations
MJL/kts