

HUMAN RESOURCES MEMORANDUM

SUBJECT: LONG TERM DISABILITY OPEN ENROLLMENT FOR EXCLUDED EMPLOYEES	NUMBER: 10-006
	DATE ISSUED: April 07, 2010
DISTRIBUTION: PERSONNEL LIAISONS, Attendance Clerks	EXPIRES: Until superseded

Purpose The purpose of this Human Resources (HR) Memorandum is to inform excluded employees of Open Enrollment for the Long Term Disability Insurance (LTD) program.

Introduction Open enrollment for the Long Term Disability Insurance Plan for excluded employees will be held from April 1, 2010 through April 30, 2010. This memorandum will provide information on the eligibility criteria, effective dates of coverage, and the various communication methods that will be used to provide open enrollment information to eligible employees.

Eligibility Criteria An employee must be permanent or probationary, excluded from collective bargaining, have a time base of half-time or greater, and have one of the following designations:

- Managerial (M, E59, E79, E99)
- Supervisory (S, E48, E58, E68, E78, E98)
- Confidential (C, E97)
- Excluded/Exempt through E01 through E21, E67, E77, E88, E89, E92

Employees on limited-term appointments who otherwise meet the eligibility criteria may enroll in the LTD plan only if they have a mandatory right of return to a position that meets the above criteria. Excluded employees who are appointed to permanent-intermittent positions are not eligible.

Note: Rank-and-file employees are not eligible for this insurance program.

Employee notification

Eligible employees not currently enrolled in the LTD Program will receive a notice early in March 2010 from The Department of Personnel Administration (DPA.) The notice will provide open enrollment information.

Late March 2010, the eligible employees will receive an enrollment packet with a detailed plan brochure, enrollment instructions and enrollment form.

In mid-April, DPA will send a final post card to each eligible employee's home to remind them of the April 30, 2010 Open Enrollment cutoff.

Employees currently enrolled in the LTD Program

DPA will send out enrollment packets with detailed materials announcing the open enrollment period for the plan. This packet will provide direction on how they can make plan option changes during the open enrollment period.

For additional information about the plan, employees should contact Standard Insurance Company at 1-888-641-7193 or go online to www.standard.com/mybenefits/california.

Completion of the LTD enrollment authorization form

Employees must complete sections A, B, and C, of the LTD enrollment authorization form and submit it to their Attendance Clerk to be forwarded to their Personnel Specialist for processing.

Effective Date of Coverage

Completed enrollment forms (processed through the Office of Human Resources) received at SCO by April 10th will provide coverage effective May 1, 2010. Forms received by SCO from April 11th through April 30th will provide coverage effective June 1, 2010. Forms received by SCO after April 30th will be rejected.

**LTD Plan
Brochures
and
Enrollment
Forms**

Offices may contact Standard Insurance Company at 1-888-641-7193 or go online to www.standard.com/mybenefits/california to request brochures and or enrollment forms.

Standard Insurance Company also has a fill and print form available at the following link: http://www.standard.com/eforms/7533d_643146.pdf.

Contact

For questions regarding this memorandum, please contact your assigned Personnel Specialist.

/s/

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