

Issue Date: February 5, 2013

To: ALL DEPARTMENT OF GENERAL SERVICES EMPLOYEES

Subject: **2013 Group Legal Services Insurance Open Enrollment**

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**Personnel Liaisons, Attendance Clerks, Supervisors, and Managers**  
**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES**  
**WITHOUT INTERNET ACCESS.**

**Purpose of document**

The annual open enrollment for the State's Group Legal Services Insurance Plan (Plan) is March 1 through April 30, 2013. 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, and add/delete eligible dependents. Employees already enrolled are not required to re-enroll each year in order to continue coverage.

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**Eligibility criteria**

Employees eligible to enroll in the Plan during this open enrollment period include:

1. Permanent or probationary employees with a time base of half-time or more, who are designated rank and file, managerial, supervisory, confidential, or excluded/exempt;
2. Permanent-intermittent employees who have worked a minimum of 480 paid hours during the last control period ending December 31 (see BAM Sections 1502 and 1503 for details); and,
3. Employees on Training and Development or limited-term assignments with an appointment of six months or more are eligible only if their permanent civil service appointment is in one of the eligible categories and they work half-time or more.

Employees off work or on some type of leave cannot enroll until they return to active status. However, if an employee is serving active duty and is not available during the specified enrollment period (see BAM Section 1508 – Military Leave), their spouse/domestic partner (with power of attorney) may enroll during the open enrollment period on their behalf.

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**Dependent eligibility**

Eligible dependents are defined as:

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

Family members not eligible include the eligible employee's parents and grandparents, 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 should be reminded that they are responsible for notifying their department's personnel office and completing the necessary paperwork when a dependent child loses eligibility.

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

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**Employee communications**

Eligible employees not enrolled in the plan will receive an enrollment packet with a detailed Plan brochure, a legal costs flyer, enrollment instructions, and an enrollment form. The State Controller's Office (SCO) will run a Global Message on the paycheck stub in April during open enrollment.

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**Enrollment Authorization form completion**

Enrollees are required to complete Sections A and B of the Plan enrollment authorization form and submit the form to their departmental personnel office.

A Fill and Print enrollment form is available online at ARAG's website [www.ARAGLegalCenter.com](http://www.ARAGLegalCenter.com) (Access Code 10202soc) or at the [California Department of Human Resources](http://www.CaliforniaDepartmentofHumanResources.com) (CALHR) home website for Group Legal. Employees can complete the form online, print it, sign it, and give it to their personnel office. This fill and print form must have an original signature or SCO will not process it.

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**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.

| Form due to Office of Human Resources... | SCO receives completed form by... | Plan coverage will begin effective... |
|--|-----------------------------------|---------------------------------------|
| March 7, 2013                            | March 10, 2013                    | April 1, 2013                         |
| April 8, 2013                            | March 11 – April 10, 2013         | May 1, 2013                           |
| April 26, 2013                           | April 11 – April 30, 2013         | June 1, 2013                          |

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**Questions**

If you have questions about the plan or service, visit ARAG's dedicated website [www.ARAGLegalcenter.com](http://www.ARAGLegalcenter.com) (Access Code 10202soc) or call the toll-free customer service line at 1-866-762-0972 or TTY 1-800-383-4184.

For general questions about form completion and effective dates, please contact your assigned Personnel Specialist.

/s/

Estela Gonzales, Personnel Officer  
Office of Human Resources

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cc: Personnel Specialists  
Personnel Liaisons  
Attendance Clerks