

HUMAN RESOURCES MEMORANDUM 14-003		DATE ISSUED: February 24, 2014
SUBJECT: 2014 Group Legal Services Open Enrollment		REFERENCE: PML 2014-004
TO: ALL DEPARTMENT OF GENERAL SERVICES EMPLOYEES		SUPERSEDES: <i>HR MEMO 13-003</i>

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose The purpose of this Human Resources (HR) Memorandum is to inform employees of the annual open enrollment for the State's Group Legal Services Insurance Plan (Plan).

Plan Open Enrollment Period The annual open enrollment for the State's Group Legal Services Insurance Plan is ***March 1 through April 30, 2014.***

During this enrollment period, eligible employees may enroll in the Plan and current enrollees can change their coverage plan 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.

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, or excluded/exempt;
- 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,
- 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 a leave of absence 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.

Dependent Eligibility

Eligible dependents are defined as:

- A lawful spouse or domestic partner;*
- Any unmarried, dependent child under the age of 26 who has never been married;
 - a. Children include natural, stepchildren, adopted children, and children for whom the employee is the legal guardian, and children of either domestic partner; and
 - b. Any economically dependent child 26 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 26 who are married, or who have been married, and children over age 26, 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 opposite sex partners if the state employee or the domestic partner is age 62 or older and eligible for Social Security benefits.

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.

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 (Access Code 10202soc) or at CalHR's 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.

**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.

SCO receives Plan enrollment by...	Employee's Plan coverage will begin effective...
March 10, 2014	April 1, 2014
March 11 – April 10, 2014	May 1, 2014
April 11 – April 30, 2014*	June 1, 2014
*Applications postmarked on April 30 will be processed by SCO through May 10 and will provide coverage effective June 1, 2014.	

Questions

If you have questions about the plan or service, visit ARAG's dedicated website 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, or 711 to reach a relay operator.

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

ANGIE BOLDRINI, Personnel Officer
Office of Human Resources

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