STATE OF CALIFORNIA
Department of Personnel Administration

Compensation Plus

A Summary of Benefits for Managers, Supervisors, Confidential, and Excluded Employees

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BENEFIT	EMPLOYEE DESIGNATION				BENEFIT DESCRIPTION
	MGR	SUPV	CONF	EXCL	
1. EXCLUDED EMPLOYEE COMPENSATION PLAN **401(k) Employer Contribution** FY2000-01 EXEC Plan	x	x	x	x	Due to budget constraints, the employer 401(k) contribution for excluded employees has been suspended effective July 1, 2001. For additional information, please contact your Personnel Office. This section was updated 7/02/01.
Leave Buy Back DPA Rule 599.744 FY2000-01 EXEC Plan	x	x	x	x	The Leave Buy Back Program for Fiscal Year 2000-01 has expired. For additional information, please contact your Personnel Office. This section was updated 7/02/01.

2. WAGES - PAY DIFFERENTIALS **Bilingual Pay Differential** Pay Scale Section 14	x	x	x	x	Employees certified to positions requiring bilingual skills on a continuing basis averaging 10 percent of the time will receive a pay differential of $100 per month.
Night Shift Differential Pay Scale Section 14	x	x	x	x	Employees working four or more hours in the evening or night will receive a differential rate of pay. For most classes, the evening shift rate is $.45 per hour, and the night shift (midnight to 6:00 a.m.) rate of pay is $.55 per hour. Please refer to the Pay Differentials Section in CA State Pay Scales for special rates for Excluded Correctional, Excluded Unit 7, Excluded Unit 15, Excluded Nursing Classes, Excluded Stationary Engineers, and Excluded Printing Trade Classes.
Out-of-Class Assignment Pay Pay Scale Section 14 DPA Rule 599.810		x	x	x	Employees may be compensated for out-of-class assignments if : 1) the duties are assigned in writing in advance, 2) the duties are in a higher class, and 3) the assignment is for more than 15 consecutive work days or two consecutive work weeks . Such compensation shall be the rate of pay the excluded employee would have received if appointed to the class for the duration of the assignment, not to exceed one year.
Out-of-State Pay Differential Pay Scale Section 16	x	x	x	x	The out-of-state pay differential for M01, S01, and C01 classes is $419 per month for employees who are headquartered out-of-state or who are on a permanent assignment of travel at least 50 percent of the time out-of-state. For S04 and C04 classes, the out-of-state pay differential is $350 per month if the employees are headquartered out-of-state or are on permanent assignment to travel at least 50 percent of the time out-of-state. For M11 and S11 classes, the out-of-state pay differential is $490 per month if the employees are headquartered out of state or are on permanent assignment to travel at least 50 percent of the time out-of-state.
Out-of-State Relocation Pay Pay Scale Section 16	x	x	x	x	Employees headquartered in California who are temporarily assigned out-of-state for more than 30 days shall receive a monthly differential equal to 10 percent of their monthly salary.

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3. PERFORMANCE BONUS **Supervisory Bonus Program** Govt. Code 3517.8 and 20022.05a DPA Rule 599.797		x			The Supervisory Bonus Program is a tool for Department directors to recognize supervisors for exceptional job performance. The number of bonuses allocated may vary depending on the particular agency involved. Within specified funding limits, a specified number of supervisors may receive bonuses ranging from $250 to $750.
Sustained Superior Accomplishment Award Merit Award Program Regulations 599.660 (b), 599.664-(i)(3) Govt. Code 19823	x*	x*	x	x	The Sustained Superior Accomplishment Award is a management tool that recognizes individuals for exceptional job performance. The State recognizes employees who make significant contributions to the State for a sustained superior job performance over a two-year period, resulting in exceptional efficiency to state government. At the discretion of the department, the award consists of a framed certificate and/or gift or cash award of a minimum of $25 to a maximum of $250 per individual or team. Nominations are limited to 1 per 100 employees or 1 team per 100 employees. The department is responsible for establishing a selection process, maintain form STD.278, approve, fund, design, purchase, and print certificates. Employees designated supervisory "S" according to the CBID code, whose department is participating in the Supervisory Performance Award Program cannot also be recognized under the Sustained or Superior Accomplishment Award Program.

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Superior Accomplishments of Nonrecurring Nature Award Merit Award Program Regulations 599.660 (b), 599.664 (i)(2) Govt. Code 19823	x	x	x	x	The State recognizes performance by an individual employee or a team of employees, which results in an exceptional contribution to improving California State Government. Nominations are unlimited and may be awarded on an annual or fiscal basis. Performance includes, but is not limited to, the following: Silver Award - Completion of a major project or task in a significantly shorter period of time with substantial benefits to the State; Gold Award - An important contribution to science or research or development; Gold Award - Unequaled personal efforts in overcoming unusual difficulties or obstacles in the completion of a major project or task with substantial benefits to the state. Two classifications of awards are available: (1) Silver Award from $25 up to $250 cash or gift award per individual or team; (2) Gold Award from $50 to $500 cash or gift award per individual or team. In addition, each recipient may receive an engraved plaque or certificate. Related forms are available at www.dpa.ca.gov/benefits/Merit/superiormain.shtm. **Employees appointed to Career Executive Assignments (CEA) or Exempt positions are not eligible to participate in the Sustained or Superior Accomplishment Award Program.**
4. RETIREMENT **Savings Plus Program**	x x	x x	x x	x x	Eligible State employees may voluntarily enroll in the Savings Plus Program. The program offers a 401(k) and a 457 plan. Enrolled employees contribute to their account via pre-tax payroll deductions, which are invested according to the employees choices among the options SPP offers. All invested funds are allowed to grow on a tax-deferred basis until withdrawn. **401(k) Employer Contribution** Please see Section 1. This benefit has been suspended as of July 1, 2001.

BENEFIT	EMPLOYEE DESIGNATION				BENEFIT DESCRIPTION
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Retirement Benefit Limits Per Internal Revenue Code	x	x	x	x	The California Public Employees' Retirement System (CalPERS) administers the employer-sponsored retirement program for State employees. CalPERS is a qualified retirement plan under the Federal Internal Revenue Code, and this allows employee contributions to be made on a pre-tax basis. To continue as a qualified plan, CalPERS is required to ensure that the retirement benefits for employees first hired after January 1, 1990, are limited to the amounts annually indexed for the private sector. CalPERS will keep members informed during their employment as to the impact of these limits on their future retirement benefits. If benefits must be limited, CalPERS will enroll members in a benefit-replacement plan.
CalPERS Retirement Miscellaneous Member Formula	x	x	x	x	CalPERS Retirement (Miscellaneous Member, **First Tier - -2% at 55):** Effective January 1, 2000, all current, newly hired, or reinstating eligible State employees must be placed in the enhanced First Tier retirement plan. The formula provides employees who retire at 55 or older with 2% of their highest pay for each year of credited service. The former plan provided 2% at age 60. Early retirement with reduced benefits can occur at age 50, provided the member has five or more years of service. This plan provides increased benefit factors up to age 63, where upon the maximum percent of final pay is 2.5%. Employees in the First Tier plan contribute 5% of monthly compensation in excess of $513 for members coordinated with Social Security. Between 9/01/01 and 6/30/02, the contribution rate is 2.5% of monthly compensation in excess of $513; from 7/01/02 through 6/30/03 there is no employee contribution. On 7/01/03, employee contributions resume at 5% of compensation in excess of $513. **Second Tier at Age 65:** Newly hired or reinstating eligible State employees may opt for membership in the Second Tier within 180 days of appointment. If no choice is made, they remain in First Tier. Current employees in the Second Tier plan, or who have previous service under the Second Tier, may choose to become First Tier members at any time while employed by the State. Upon retirement at age 65 or older, after a minimum of 10 years of credited service, employees in Second Tier will receive 1.25% of final pay for each year of service. Reduced benefits for early retirement begin at age 55. No member contributions are required under this plan.

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Part-Time, Seasonal, and Temporary Retirement Program (PST)	x	x	x	x	Employees not covered by Social Security who are excluded from PERS membership due to their timebase or length of appointment are automatically covered under the PST Program administered by the Savings Plus Program at DPA. A covered employee contributes 7.5% of salary to the plan; this money is invested in a default fund selected by the Savings Plus Program. For additional information regarding the PST Program, contact your Personnel Office.
Partial Service Retirement Govt. Codes 19996.30 - 19996.40	x	x	x	x	Employees who meet all the following criteria may request to participate in reduced worktime for partial service retirement: 1) State miscellaneous or industrial members of CalPERS working standard hours on a full-time basis, 2) age 50 or older for First Tier members and age 55 or older for Second Tier members, and 3) eligible for retirement. With their supervisor's approval, employees may reduce their work schedule by 20% to 60% and receive a partial retirement allowance. Employees who participate in the Partial Service Retirement Program are considered "active" employees eligible for the same benefits allowed for full-time permanent employees, although some benefits are provided on a pro-rated basis.
Purchase of Retirement Service Credit Govt. Code 21020, et al	x	x	x	x	Employees may restore service credit (by redeposit of previously withdrawn contributions and interest) or purchase credit for: (1) time when employee was on certain approved leaves of absence; (2) military duty prior to State employment; and (3) public employment prior to becoming eligible for CalPERS membership. Second Tier members may also be eligible to convert their service to First Tier. To pay for these credit actions, employees may transfer or rollover funds from qualified 401(a), 401(k), 403(a), 403(b), and 457 plans and traditional IRAs. Savings Plus Program participants may transfer their 401(k) and/or 457 funds to CalPERS for this purpose. For additional information, contact: California Public Employees' Retirement System Member Services Division P. O. Box 942704 Sacramento, CA 94229-2704 (800) 352-2238

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Patrol, Peace Officer/Firefighter, and Safety Member	x	x	x	x	Employees in law enforcement positions and workers at certain State institutions are covered by different CalPERS retirement benefit formulas. These employees are not covered by Social Security. Employees in these groups should contact their Personnel Office for CalPERS pamphlets that explain their retirement benefits and contribution requirements.
Conversion of Sick Leave Credits Upon Retirement	x	x	x	x	Upon retirement, employees may convert their unused sick leave to service credit. Divide the sick leave balance by 2,000 to calculate the number of years of additional service credit.
Health Benefits in Retirement	x	x	x	x	Health benefits continue at retirement automatically if the employee retires within 30 days of separating from state service. If more than 30 days elapse, the employee must reenroll. In addition, employees must retire within 120 days after separation to be eligible for this benefit. Employees first hired after January 1, 1985, must have completed five years of service in order to receive 50 percent of the employer contribution toward health benefits. The percentage increases on a pro-rata basis up to 100 percent at 10 years of service. For employees who first become CalPERS members after January 1, 1989, ten years of State service at retirement is required in order to receive 50 percent of the employer's contribution toward health benefits. This rate increases on a pro-rata basis and reaches 100 percent at 20 years of service. Exempt employees may qualify for health benefits in retirement under certain criteria outlined in Government Code 22816.7.
Disability Retirement	x	x	x	x	Employees who become disabled and can no longer perform their duties must meet various requirements to qualify for retirement benefits. These benefits will depend on the employees retirement category and may have a minimum service requirement. The employee's personnel office can provide CalPERS publications that describe the requirements and benefits.

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Death Benefits Govt. Codes 9359.8 and 9359.9	x	x	x	x	**<u>Death Benefit Payable Prior to Qualifying for Early Retirement</u>** A $5,000 lump sum and six months salary will be paid to the eligible beneficiary plus the return of all member contributions and interest, if any. **<u>Death Benefit Payable to Employees Eligible for Retirement on Date of Death</u>** An eligible beneficiary will receive a $5,000 lump sum payment plus a monthly allowance. For more details, employees should contact their Personnel Office for a copy of the CalPERS *State Miscellaneous Member* booklet, or contact their local CalPERS Office. **<u>Limited Death Benefit</u>** For employees who have been separated from employment four or more months without retiring, a refund of the member's contribution and interest. **<u>Death Benefit Payable After Retirement</u>** CalPERS pays a $2,000 lump sum benefit and a continuing monthly retirement allowance to the eligible beneficiary of a retired State employee based on the option selected by the employee at the time of retirement.

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5. HOLIDAYS Govt. Code 19853	x	x	x	x	January 1* (New Years Day) Third Monday in January (Martin Luther King's Birthday) February 12* (Lincoln's Birthday) Third Monday in February (Washington's Birthday) March 31 (Cesar Chavez Day) Last Monday in May (Memorial Day) July 4* (Independence Day) First Monday in September (Labor Day) Second Monday in October (Columbus Day) November 11 (Veteran's Day) Thanksgiving Day and Day After Thanksgiving December 25* (Christmas Day) For an employee new to State service, one Personal Holiday (PH) will be credited upon completion of six months of the initial probationary period. Thereafter, and for all other eligible employees, the Personal Holiday will be credited on July 1 of each year. When use of a PH is denied, it may be rescheduled, carried over to the next fiscal year, or cashed out on a straight time basis. No more than two Personal Holidays in any fiscal year can be carried over or cashed out. The following Monday shall be observed as the holiday for any holiday which falls on a Sunday. *Holiday credit is accrued if any of these dates occur on a Saturday. **For Veteran’s Day, the preceding Friday shall be observed as the holiday on years when November 11 falls on a Saturday.

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6. LEAVE **Annual Leave** DPA Rule 599.752	x	x	x	x	Employees newly appointed to excluded classifications may enroll in the Annual Leave Program (ALP). This applies to any person who is appointed, promoted, or transferred to a position that is excluded from collective bargaining, including managerial, supervisory, and confidential positions (non-seasonal). Current excluded employees may opt into ALP at any time. As of January 1 of each year, an employee's annual leave balance shall not exceed 640 hours (80 days) except under specific situations (DPA Rule 599.752). If excess hours have accrued, there must be a plan in place to reduce the leave balance to the maximum allowed by January 1 of the following year (DPA Rule 599.742.1). Existing vacation balances shall be converted to annual leave credits on an hour-for-hour basis for eligible employees who enroll in annual leave. Any sick leave balance at the time of enrollment will be maintained for use by the employee for approved sick leave purposes or NDI supplementation. Annual leave credits accrue on the first day following a qualifying monthly pay period according to the schedule below. Employees are not required to serve a six month waiting period (DPA Rule 599.752(c)). **Length of Service** — **Annual Leave Accrual Rate** 1 month to 10 years — 15 hours/month 121 months to 15 years — 17 hours/month 181 months to 20 years — 18 hours/month 241 months to 25 years — 19 hours/month 301 months and over — 20 hours/month For part-time employees, accrual is determined by their timebase on a pro-rata basis according to the schedule above. Permanent-Intermittent (PI) employees accrue the equivalent of one month's service for each increment of 160 hours worked and receive annual leave credit according to the schedule above. Hours worked in excess of 160 hours in a monthly pay period are not counted toward leave accumulation nor are they carried forward to the next qualifying pay period. Annual Leave may be used for valid sick leave purposes, as well as other approved absences. Upon retirement or separation, annual leave balances may be cashed out. Sick leave credits on the books at the time of retirement will be converted to service credit. (continued on next page)

BENEFIT	EMPLOYEE DESIGNATION				BENEFIT DESCRIPTION
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Annual Leave (continued) DPA Rule 599.752	x	x	x	x	For non-work related illness or injury, employees enrolled in Annual Leave are eligible for enhanced NDI benefits. For additional information, see NDI with Annual Leave on page 20 of this booklet. Employees may elect to change to the vacation program 24 months after enrolling in ALP.
Bereavement Leave Govt. Code 19859.3 DPA Rule 599.923	x	x	x	x	A permanent employee receives up to three eight-hour days (24 hours) of bereavement leave (per occurrence) upon the death of a person related by blood, marriage, or adoption, or of any person residing in the employee's immediate household at the time of death. Upon approval of the supervisor, if additional leave is necessary, an employee may use accrued vacation, annual leave, compensating time off, or take leave without pay. When bereavement leave is necessary, the employee must notify his or her supervisor as soon as possible. If the death occurred outside the state, a request for two additional days of bereavement leave shall be granted. At the option of the employee, these two additional days can be taken without pay or charged against accrued sick, vacation, or annual leave.
Catastrophic Leave DPA Rule 599.925 - 599.925.1	x	x	x	x	With departmental approval, an excluded employee may transfer vacation, personal holiday, annual leave, or official compensating time off to another employee who has suffered a catastrophic illness or injury or is unable to work due to the effect of a natural disaster on the employee's principal residence. The recipient employee must have exhausted all of his/her available leave to be eligible. Employees designated managerial or supervisory may not receive donated eligible leave credits from represented employees, except if approved on an exceptional basis by the Director of DPA. A confidential or excluded non-supervisory employee may receive donated leave credits from a represented employee.
Leave Buy Back DPA Rule 599.744 FY2000-01 EXEC Plan	x	x	x	x	The Leave Buy Back Program for Fiscal Year 2000-01 has expired. For additional information, please contact your Personnel Office This section was updated 7/02/01

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Mentoring Leave Executive Order W-132-96	x	x	x	x	Eligible excluded employees may receive up to 40 hours of paid Mentoring Leave per calendar year to participate in mentoring activities once they have used an equal amount of their personal time for this activity. Mentoring Leave may only be used by an employee to mentor. Mentoring activities include structured, one-to-one relationships which are focused on the needs of at-risk children or youth (Grades K-12) organized through a bonafide mentoring organization. To be eligible for Mentoring Leave, employees must 1) have a permanent full-time, permanent part-time, or permanent-intermittent appointment; 2) have successfully completed the probationary period for their current position; and 3) have committed to mentor a child or youth through a bonafide mentoring organization for a minimum of one school year. For additional information, contact your Personnel Office.
Sick Leave DPA Rules 599.745.1 - 599.747	x	x	x	x	Following one month of continuous service, eligible full-time employees earn eight hours of sick leave per month. Part-time employees earn sick leave on a pro-rated basis according to their timebase. Employees who enroll in Annual Leave are not eligible to earn sick leave. Permanent-Intermittent employees earn eight hours of sick leave after completing each period of 160 paid hours. Hours worked in excess of 160 hours in a monthly pay period are not counted or accumulated.

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Vacation Accrual DPA Rule 599.738; 599.739; 599.742.1	x	x	x	x	Following six months of continuous full-time service, permanent full-time employees who don't choose annual leave will have earned 42 hours of vacation credit. Thereafter, vacation accrues as follows: **Months of Service** — **Hours Earned** 7 months to 3 years — 7 hours per month 37 months to 10 years — 11 hours per month 121 months to 15 years — 13 hours per month 181 months to 20 years — 14 hours per month 241 months to 25 years — 15 hours per month 301 months and over — 16 hours per month Part-time employees earn a pro-rated fraction of 42 hours of vacation after completing six months of continuous service. Thereafter, the part-time employee accrues vacation after each month of service. Credit is determined on a pro-rata basis according to the schedule above and the employee's timebase. Permanent-Intermittent (PI) employees earn 42 hours of vacation credit after completing six qualifying months (160 hours) for a total of 960 hours of paid employment. After that, the PI employee earns vacation according to the preceding schedule for each increment of 160 hours worked. Hours worked in excess of 160 hours in a monthly pay period are not counted or accumulated. Employees may accumulate a maximum of 640 hours of vacation credits. Time off should be coordinated between employees and the supervisor to assure that excess balances are reduced to the 640 hour maximum before January 1 of the next year. If the employee can't reduce the balance by January 1, he/she keeps the vacation credits but must develop a plan to reduce the balance during the following year.

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	MGR	SUPV	CONF	EXCL	
7. INSURANCE **Dental Benefits**	x	x	x	x	There are four fully paid, State-sponsored prepaid dental plans dental plans available for employees and their dependents: DentiCare (Enhanced), Private Medical Care Inc. (PMI), Safeguard, and SmileSaver. There are also two State-sponsored Delta Dental plans: DeltaPreferred Option (DPO), which is a preferred provider option, and DeltaPremier (Enhanced), which is an indemnity plan. Both Delta plans require the employee to pay part of the monthly premium. The following chart shows the employee's costs for certain types of procedures. Please consult each carrier's individual brochure for detailed information and plan limitations.

For these procedures employees pay:	DeltaPremier Enhanced	Delta Preferred Option DPO Provider	Delta Preferred Option Non-DPO	PMI Safeguard SmileSaver	Denticare Enhanced
Preventive/Diagnostic (Two cleanings annually)	0	0 (a)	20%	0	0 (b)
Basic Benefits	10%	10%	20%	0	0
Crowns, Jackets, Cast Restorations	20%	20%	50%	$50	0
Bridges, Partials, Dentures	50%	40%	50%	$65 & up	0
Orthodontic	(c)	(d)	(c)	(e)	(e)
Annual Deductible	$25 (f)	$25 (f)	$75	None	None
Maximum Deductible (per family)	$100	$100	$200	N/A	N/A
Annual Maximum	$2,000	$2,000	$1,000	N/A	N/A
Dental Implants	N/A	(g)	(g)	N/A	N/A

(a) The DPO includes a third cleaning for high-risk patients.
(b) DentiCare Enhanced Plan provides under specified conditions three cleanings per 12-month service period instead of the normal two cleanings.
(c) Delta pays 50 percent up to a lifetime maximum of $1,000 for employee and each dependent for orthodontia. The employee is responsible for any amount over the $1,000 maximum.
(d) Delta pays 50 percent up to a lifetime maximum of $1,000 for employee and $1,500 for dependent children for orthodontia. The employee is responsible for any amount over the $1,000 or $1,500 lifetime maximum.
(e) The employee is responsible for maximum copay of $1,000 plus up to $250 for start-up costs.
(f) Diagnostic and preventive benefits are exempt from the deductible.
(g) Delta pays 50 percent up to a lifetime maximum of $2,500.

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Rural Health Care Equity Program Govt. Code 22825.01	x	x	x	x	The State offers a Rural Health Care Equity Program for employees residing in zip code areas that do not have an HMO option. The program is designed to reimburse certain deductibles, co-insurance amounts, and portions of premiums. Employees should contact their Personnel Office for details or the Department of Personnel Administration's Benefits Division at (916) 327-1439. Information is also posted at www.dpa.ca.gov (under "Benefits").
FlexElect Program DPA Rule 599.950 - 599.955	x	x	x	x	FlexElect offers two employee benefits: Reimbursement accounts and cash options. With a Medical and/or Dependent Care Reimbursement Account, employees designate monthly pay check deductions to pay certain expenses with pre-tax income. Employees must reenroll each year if they want to participate in a reimbursement accounts the next year. Cash Options are for employees who have health and/or dental coverage through another source such as a spouse or former employer. These payments are considered taxable income and are as follows: $12 – cash in lieu of dental benefits $130 – cash in lieu of health benefits FlexElect enrollees pay a monthly administrative fee of $1. For more information, please call the Department of Personnel Administration's Benefits Division at (916) 322-0300, or visit www.dpa.ca.gov (under "Benefits").
Consolidated Benefits	x	x	x	x	Under Consolidated Benefits (CoBen), the State provides a monthly benefit allowance to supervisors, managers, and confidentials to pay for their health, dental, and vision benefits. After the benefits have been paid, employees receive any excess allowance as taxable income. If employees choose benefits that cost more than the allowance, the additional amount is deducted from their pay check on a pre-tax basis. Employees who have coverage from another source, e.g., a spouse or former employer, may opt to receive cash in lieu of health or health and dental coverage. These payments are considered taxable income and are as follows: $155 – cash in lieu of State-sponsored health and dental benefits. $130 cash in lieu of State-sponsored health benefits.
Premium Only Plan (Pre-Tax Benefits)	x	x	x	x	Any out-of-pocket health and/or dental premium incurred by an eligible employee is deducted from then employee's paycheck on a pre-tax basis.

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Health Benefits DPA Rule 599.920	x	x	x	x	Employees may choose from among Health Maintenance Organizations (HMO), Preferred Provider Organizations (PPO), and Association plans (require union membership). Although PERSCare and PERS Choice are available in all locations, not all the other plans are offered statewide. The employer contributes toward the premiums for employees working half time or more and eligible permanent intermittent employees. The Consolidated Benefits brochure includes rate and allowance information for excluded employes. If the monthly cost of the employee's health plan exceeds the employer contribution, the employee pays the rest with pre-tax dollars. PPO plans may require an employee-paid annual deductible before benefits are paid. For additional information, refer to the CalPERS Health Booklet (HBD-98, HBD-99, HDB-100) or contact your Personnel Office.
Domestic Partner Coverage	x	x	x	x	Domestic partner coverage was extended to all eligible excluded employees effective January 1, 2000. To be eligible to enroll a domestic partner, the State employee and his or her same-sex partner must file a Declaration of Domestic Partnership in accordance with guidelines established by the Secretary of State's office. An employee who registers a domestic partnership, may enroll the partner as an eligible family member in State-sponsored health, dental, and vision benefits and receive the increased employer contribution for that coverage. Employees are eligible to add domestic partners' children to benefit plans if they meet the definition of economic dependents. Because the Internal Revenue Service does not recognize domestic partner coverage, the premium difference between one-and two-party coverage will be treated as taxable income to employees who add a domestic partner and/or dependents to their health and dental benefits. Employees should contact their Personnel Office for additional details regarding this benefit.

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COBRA Continuation Coverage	x	x	x	x	The federal COBRA law (Consolidated Omnibus Budget Reconciliation Act) requires employers to offer continuation of health-related benefits to covered employees, spouses, domestic partners, and eligible dependent children who lose coverage due to certain qualifying events. Benefits can be continued for 18 or 36 months depending on the qualifying event. Premiums are calculated at 102 percent of the total premium rate, payable by the enrollee directly to the carrier on a monthly basis. Departments must ensure that covered employees and their dependents are provided with COBRA information and required COBRA notices, and assist employees and dependents with filing the necessary forms on time. Employees should contact their Personnel Office for information regarding the availability of COBRA continuation coverage health, dental, vision insurance, and the FlexElect Medical Reimbursement Account.
Travel Insurance Govt. Codes 19849.2, 19849.3 and 19849.11	x	x	x	x	An employer-paid $150,000 Travel Insurance policy is provided to insure employees for job-related accidental death/dismemberment when using commercial carriers licensed by the Public Utilities Commission.
Group Legal Services	x	x	x	x	The Group Legal Services Plan is a voluntary, employee-paid plan in which the monthly premium is automatically deducted from an enrolled employee's paycheck. The Plan provides 100 percent coverage when a Plan attorney is used. The Plan pays up to a specified maximum amount when a non-plan attorney is used for covered legal services. The covered services include such legal needs as preparing a will, buying/selling or refinancing a home, adopting a child, filing bankruptcy, serious traffic matters, consumer complaints, representing a child in court, defense of civil actions and misdemeanors, and various domestic matters (e.g., annulments, legal separations, divorces, and defense of actions to modify or enforce valid decrees or separation agreements). For additional information about this benefit, please call the Department of Personnel Administration's Benefits Division at (916) 322-0300.

BENEFIT	EMPLOYEE DESIGNATION				BENEFIT DESCRIPTION
	MGR	SUPV	CONF	EXCL	
Life Insurance	x	x	x	x	A $50,000 basic group term policy for managers and a $25,000 basic group term policy for supervisory, confidential, and excluded employees is fully paid by the State. Enrollment in the basic insurance is automatic. The policy also includes accidental death and dismemberment coverage. Additional insurance in $10,000 increments (up to a prescribed maximum), as well as dependent coverage is available for purchase. Upon retirement, insurance coverage may be continued at the employee's expense. For additional information about this benefit, please call the Department of Personnel Administration's Benefits Division at (916) 322-0300.
Long-Term Disability Insurance	x	x	x	x	This voluntary employee-paid insurance guarantees income protection against total disability for 65 percent of the first $9,230 of the employee's monthly base salary. Benefit payments begin after a 180-day waiting period, are coordinated with income from other sources and may be continued up to age 65, provided disability occurs before age 62. If total disability occurs at or after age 62, benefits will be paid according to prescribed time frames. The minimum monthly payment is 10 percent of the monthly benefit or $100, whichever is greater. The employing department provides information and an application to all newly eligible permanent employees who work half time or more. Employees have 60 days from their appointment date to enroll in the plan. Employees who do not enroll during the initial 60-day enrollment period and wish to enroll, must wait until the next annual open enrollment period. For additional information about this benefit, please call the Department of Personnel Administration's Benefits Division at (916) 322-0300.

BENEFIT	EMPLOYEE DESIGNATION				BENEFIT DESCRIPTION
	MGR	SUPV	CONF	EXCL	
Vision Care Insurance DPA Rule 599.927	x	x	x	x	Benefits for eligible employees and their dependents include an eye exam, frames, and/or lenses once each calendar year. Medically necessary contact lenses are also fully covered. An allowance of $110 is available for elective contact lenses. A $10 deductible for an eye exam and a $25 deductible for materials (frames and/or lenses) are required at the time of appointment. Eligible employees are automatically enrolled in the State's vision plan. The effective date of coverage is based on when the employee's personnel office processes the Personnel Action Request (PAR) document. **Permanent-Intermittent Eligibility** Permanent-Intermittent employees must work at least 480 hours in a control period (January 1-June 30 or July 1-December 31) to qualify for vision benefits and have 60 days from the end of the control period to enroll. For additional information about this benefit, please call the Department of Personnel Administration's Benefits Division at (916) 322-0300.
CalPERS Long-Term Care Program	x	x	x	x	The Long-Term Care (LTC) Program offered by CalPERS provides coverage for extended care that employees may need if, due to a chronic disease, injury, or frailty of old age, help is required with basic activities such as dressing, bathing, or eating. LTC pays for extended care at home, in an assisted living facility, adult day care center, or in a nursing home. There are several plan options with varying premiums to select from. All California public employees, retirees, their spouses, parents, parents-in-law and, as of January 2002, siblings age 18 years and older are eligible to apply for this enrollee paid benefit. Employees should contact the CalPERS Long-Term Care Office at 1-800-266-1050 for additional details regarding this benefit or to request an application kit.

BENEFIT	EMPLOYEE DESIGNATION				BENEFIT DESCRIPTION
	MGR	SUPV	CONF	EXCL	
8. DISABILITY **Industrial Disability Leave (IDL) and Workers' Compensation** Govt. Code 19870-19871 DPA Rule 599.755 - 599.768 and Workers' Compensation Govt. Code 19863	x	x	x	x	Nontaxable benefits are available to employees who suffer a work-related illness or injury. Industrial Disability Leave (IDL) benefits begin upon verification of the illness/injury by the State Compensation Insurance Fund (SCIF). Employees have 15 days to choose to supplement IDL benefits with their accrued leave credits. Details of benefit options are given to the employee at the time of SCIF's verification. Contact departmental Return-to-Work Coordinators for more information.
Permanent Disability for Industrial Injuries	x	x	x	x	Based on a permanent disability (PD) sliding scale (1-100 percent), weekly benefits are paid to employees who become permanently disabled. Benefit amounts are determined by the pre-injury gross weekly income. For more information, contact departmental Return-to-Work Coordinators.
Death Benefit for Industrial Injuries	x	x	x	x	Workers' Compensation death benefits provide up to $125,000 to a totally dependent spouse or child, $145,000 if there are two dependents, and $160,000 if there are three or more dependents. Benefits are paid based on the date of injury. The benefit also provides a burial allowance of $5,000.
Nonindustrial Disability Insurance (NDI) DPA Rules 599.770 - 599.778	x	x	x	x	For non work-related illness or injury, employees who meet the eligibility requirements (Govt. Code Section 19878) will receive 50 percent of their gross pay up to $135 per week. Vacation or sick leave credits need not be exhausted prior to receiving this benefit. Benefits are subject to a seven-day waiting period, which may be waived in the event of hospitalization. Benefits may last up to 26 weeks.
NDI With Annual Leave Govt. Code 19879.1	x	x	x	x	For non-work-related illness or injury, employees who are enrolled in Annual Leave are eligible for taxable benefits equal to 50 percent of their gross pay. This amount can be supplemented with leave credits to reach 75 percent or 100 percent salary levels. Annual and sick leave credits need not be exhausted prior to receiving this benefit. Benefits are subject to the same waiting period and 26-week maximum described above.

BENEFIT	EMPLOYEE DESIGNATION				BENEFIT DESCRIPTION
	MGR	SUPV	CONF	EXCL	
9. BUSINESS AND TRAVEL EXPENSES **Moving and Relocation Expenses** DPA Rules 599.714.1 - 599.724.1	x	x	x	x	An employee who must relocate due to promotion or for the benefit of the State (under DPA rule 599.714.1) may be allowed the following: Miscellaneous Expenses: With receipts up to $200, the employee may be reimbursed for miscellaneous expenses related to the cost of dissolving and establishing a household. (DPA Rule 599.715.1) Movement of Household Goods: Expenses for moving household goods are reimbursed with certain limitations. (DPA Rules 599.718.1 and 599.719.1) Subsistence: Up to 60 days of meals, incidentals, and receipted lodging expense at the new headquarters location while the employee looks for a new residence are reimbursable. (DPA Rule 599.722) **Primary Residence on date of job offer:** • Sale of Residence: Employee may be reimbursed for certain actual and necessary expenses related to the sale of the old primary residence. (DPA rule 599.716.1) **OR** • Lease/Rental Settlement: Employee may be reimbursed for actual and necessary costs of settling an expired lease to a maximum of one year, or receive reimbursement for up to 30 days penalty on termination of a month-to-month rental agreement. Claims for this settlement must be documented within nine months following the date employee reported to the new job. (DPA Rule 599.717.1) **OR** • Movement of Mobile Home: Employee may be reimbursed for certain expenses related to the tear down, transport, and set up of a mobile home. (DPA Rule 599.720.1)

BENEFIT	EMPLOYEE DESIGNATION				BENEFIT DESCRIPTION
	MGR	SUPV	CONF	EXCL	
Travel Expense Reimbursement DPA Rule 599.619	x	x	x	x	**Short-Term Travel - Meals and Incidentals** (for each 24 hours of travel) • Within state: actual costs up to the prescribed maximum for each meal and incidental. (DPA Rule 599.619 (a)) • Out-of-state: actual costs up to the prescribed maximum for each meal and incidental. (DPA Rule 599.619 (d)) • Out-of-Country: actual costs up to the maximums set forth in the federal guidelines for out-of-country travel. (DPA Rule 599.619(d)) **Lodging - In State** • Statewide (except as noted below): actual receipted expense for commercial lodging up to $84 per night plus applicable taxes. • Counties of Los Angeles and San Diego: actual receipted expense for commercial lodging up to $110 per night plus applicable taxes. • Counties of Alameda, San Francisco, San Mateo, and Santa Clara: actual receipted expense for commercial lodging up to $140 per night plus applicable taxes. **Non-State-Sponsored Business Meetings, Conferences, or Conventions** • With receipt and prior written approval from the employing agency: actual lodging expenses plus applicable taxes. **State-Sponsored Business Meetings, Conferences, or Conventions** • With receipt and prior written approval from the employing agency: actual expenses up to $110 per day plus applicable taxes. **Full Long-term Travel** • Lodging: actual expense up to $24 for every 24 hours of travel. • Meals: actual expense up to $24 for each 24 hours of travel. **OR** • Up to $1,130 monthly for receipted rent and utilities and $10 per day for meals. (Meals are reimbursed only while at the long-term location.)

BENEFIT	EMPLOYEE DESIGNATION				BENEFIT DESCRIPTION
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Private Vehicle Use DPA Rule 599.631	x	x	x	x	When authorized, expenses for the use of a private automobile are reimbursed as follows: • $0.34 per mile without certification. • Up to $0.37 per mile for business miles in privately owned vehicle that is specialized to accommodate a disabled employee, and the employee cannot operate a vehicle that is not modified. (Mileage in excess of $0.34 per mile is taxable.) When the vehicle is not parked at the airport, the mileage rate is multiplied by double the number of miles that the employee actually occupied the vehicle between the common carrier terminal and home or headquarters, whichever is less. When travel to or from a common carrier commences or terminates one hour before or one hour after the regularly scheduled work day or on a regularly scheduled day off, distance may be computed from the employee's residence. Employees are reimbursed is provided for ferry, bridge, toll charges, and parking fees while away from headquarters. Receipts may be required. (DPA Rule 599.625.1) Reasonable reimbursement is also allowed if auto is damaged by collision or otherwise accidentally damaged under circumstances described in DPA Rule 599.631(f).

BENEFIT	EMPLOYEE DESIGNATION				BENEFIT DESCRIPTION
	MGR	SUPV	CONF	EXCL	
10. REIMBURSEMENT FOR FEES **Bar Dues** DPA Rule 599.921	x	x	x	x	Upon certification by the appointing power that the actual practice of law is required for the performance of the duties of a specific position, employees shall be reimbursed for the cost of annual membership fees and specialty fees of the State Bar Association.
Professional Society Dues DPA Rule 599.922.2	x	x	x	x	Reimbursement of up to $100 per year may be allowed for membership dues of a professional organization or for a job-related professional license fee. When an employee's job requires a professional license, upon approval of the appointing power, the employee may receive both professional dues and license fees reimbursement not to exceed $100 annually for each. Professional society dues do not include social or community groups, such as Chamber of Commerce, Rotarians, etc.

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	MGR	SUPV	CONF	EXCL	
11. MISCELLANEOUS PROGRAMS **Commute Program** DPA Rule 599.936	x	x	x	x	Employees may participate in a program aimed at reducing the number of single occupant vehicles on urban freeways at peak commute hours. The program provides a 75 percent discount on public transit passes sold by State agencies up to a maximum of $65 per month; $100 per month is provided to van pool drivers. For further information, employees should check with their Accounting Office.
Employee Assistance Program (EAP) DPA Rule 599.931	x	x	x	x	The Employee Assistance Program (EAP) is a pre-paid benefit for employees and their spouses, and unmarried dependent children. EAP counseling is available for: emotional, personal, and stress concerns; marital and family issues; legal problems; financial and credit problems; dependent care issues; and alcohol and drug abuse. EAP is also a valuable resource to Supervisors and Managers who can access an EAP Management Consultant for confidential consultation any time and as often as needed when faced with an employee work performance issue. EAP Critical Incident Stress Debriefings (CISD) and specialized training services are also available through a fee-for-services contract when a department needs specialized service, e.g., CISD may be scheduled when a department needs psychological support for a large number of employees due to a life-threatening situation at the work site or a coworker's death or serious injury.
Merit Award Program Govt. Code 19823 DPA Rules 599.655 - 599.664	x	x	x	x	The Merit Award Program was established to improve the operation and efficiency of State government and to provide honorary and cash awards to State employees whose contribution or performance exceeds normal job requirements. The Employee Suggestion Program provides cash awards for implemented suggestions, (use STD. 645), that are not part of the employee's regular duties. Awards over $5,000 must be reviewed and approved by the Merit Award Board and the Director of the Department of Personnel Administration. All active and retired State employees are eligible to participate in the Employee Suggestion Program, except officers and employees of the University of California and California State University systems. For additional information, please call DPA's Benefits Division at (916) 322-0300.

BENEFIT	EMPLOYEE DESIGNATION				BENEFIT DESCRIPTION
	MGR	SUPV	CONF	EXCL	
Special Act or Special Service Award Merit Award Program Regulations DPA Rule 599.655(b)(c)	x	x	x	x	A Special Act is an extraordinary act of heroism by a State employee extending far above and beyond the normal call of duty or service, that is performed at great risk to his/her own safety or life in an effort to save human life. A Special Service is an act of heroism by a State employee extending above and beyond the normal call of duty or service performed at a personal risk to save human life or property. The award is a certificate, a citation, the Gold Medal of Valor for a Special Act and Silver Medal for a Special Service, and a lapel pin, presented by the Governor. These awards are honorary, subject to review and final approval by the Merit Award Board. For additional information about this benefit, please call the Department of Personnel Administration's Benefits Division at (916) 322-0300.
CalPERS Member Home Loan Program	x	x	x	x	The CalPERS Member Home Loan Program offers eligible members a variety of benefits in purchasing or refinancing a home. This program offers special cost protections and a variety of loan choices such as: 100 percent financing; free 60-day rate protection; two free CalPERS float downs (receive the lowest CalPERS interest rate prevailing on three applicable dates during the loan process); controlled closing fees; closing cost assistance; conventional and government fixed/ARM financing; and loans for purchases or refinances at competitive interest rates. For additional information about this benefit, please call 1-800-874-PERS (7377).