



# **CALIFORNIA STATE EMPLOYEES' HANDBOOK TO WORK AND FAMILY POLICIES & BENEFITS**

Provided by the Work and Family Labor Management Committee

## INTRODUCTION

This handbook is provided only as a **guide**. Actual benefits for represented employees are determined by your collective bargaining agreement or Memorandum of Understanding (MOU). Benefits for nonrepresented employees designated managerial, supervisory, and confidential are usually contained in Department of Personnel Administration (DPA) regulations.

The information in this handbook is organized by type of benefit. A narrative description of some of the more common benefits is provided, followed by a table showing a listing of benefits, bargaining units, eligibility and related legislation, regulation, or code authorizing each benefit. As always, it is wise to go to the source of the information for more details.

Keep in mind that the information provided in this handbook is general information only and that **benefits are subject to changes** due to the collective bargaining or new DPA regulations. You can verify the latest information by checking with your bargaining unit representative or personnel office.

*For additional information on Work and Family issues check the Work and Family web page at [www.dpa.ca.gov/workingfamilies](http://www.dpa.ca.gov/workingfamilies).*

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## LEAVE BENEFITS, POLICIES and PROGRAMS

### **Adoption Leave**

You may be eligible for Adoption Leave under the provisions of the various Family and Medical Leave Laws and the Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA). Also, your Bargaining Unit Agreement may offer provisions on adoption leave. Upon request, you may be entitled to an unpaid leave of absence for the adoption of a child for a period of six months or a year as specified in your Bargaining Unit Agreement or civil service rules. You shall be required to provide substantiation to support your request. You should consult with your supervisor or personnel office.

### **Annual Leave**

Eligible employees earn annual leave credits rather than sick leave and vacation credits. The Annual Leave Program allows for the replacement of traditional vacation and sick leave credits with a more versatile annual leave pool. In addition, the program provides for an increased leave credit accumulation limit and improves the Non-Industrial Disability Insurance (NDI) benefit to 50% income replacement with the option of replacing up to 100% of income with leave supplementation.

### **Bereavement Leave**

Every permanent, full-time employee is entitled to bereavement leave with pay up to three days due to the death of an immediate family member. Refer to your Bargaining Unit Agreement or consult with your supervisor for what are the specified qualifying relationships.

### **Catastrophic Leave**

Catastrophic Leave provides for employees to donate leave credits to another employee who faces financial hardship due to injury or illness and who has exhausted all leave credits. Leave credits that may be transferred are annual leave, vacation, personal leave, compensating time off and/or holiday leave credits. Your donations, once applied to the recipient's leave balance, are irrevocable.

### **Continuing Education Leaves**

Full-time employees in specified classes will be entitled to paid educational leave to ensure that licensure requirements for continuing education units are met (e.g., – educators and medical services professionals). Part-time employees will receive a prorated leave according to their time base.

<b>Dependent Care Leave</b>	Dependent Care Leave provides up to a 90 days unpaid leave for the purpose of providing personal medical care for designated family members and dependents.
<b>Domestic Violence Leave</b>	Domestic Violence Leave provides for employees to take time off to seek medical attention for injuries caused by domestic violence, obtain psychological counseling related to the experience of domestic violence, obtain services from a domestic violence shelter, program, or rape crisis center, or to participate in safety planning to increase safety from future domestic violence.
<b>Educational Leave</b>	For employees in Bargaining Units 3 and 21, the department head or designees may approve educational leave with pay to attend programs at accredited schools, colleges, universities or local educational agencies for the purpose of further instruction in subjects related to the employee's work assignment and/or achievement of departmental goals. Approved educational leave shall be granted for reasonable travel time, instructional/classroom time and required field work during regular work hours. Professional education/training is also designed to obtain required professional licensure, certification or registration, to maintain good standing as professionals or to increase job proficiency. Refer to specific Bargaining Unit contracts for provisions on career development, continuing education, and training leave.
<b>Elections</b>	Per Government Code 19844.7, and <u>subject to collective bargaining</u> , an employee who has been appointed as a member of a precinct board and who takes time off from state employment to serve as a member of the precinct board on election day shall receive payment of regular wages or salary for that election day.
<b>Family Activity Leave</b>	Employees may take time off to attend family or school-related activities in which the employee's child is participating including, but not limited to: plays, graduations, field trips, organized sports events, recitals, Scouts, 4-H, Junior Achievement, and Grange.
<b>Family Crisis Leave</b>	Employees may take time off to attend to family crisis situations including, but not limited to, divorce counseling, family or parenting conflict management, family-care urgent matters, and/or emergencies.

**Family and Medical Leave Act**

The Family and Medical Leave Act (FMLA) and the CFRA are in effect for all State employees with 12 months of service and 1250 hours in the previous 12 months. This Act entitles you to take up to 12 weeks of unpaid, job-protected leave each year for specified family and medical reason such as: personal serious health condition, or to care for a seriously ill child, parent, or spouse, or the birth of a child. The important difference between FMLA leave and other kinds of unpaid leave is that the employer is required to continue to pay the employer's share of your health, dental, and vision premiums for the duration of the leave.

**Family School Partnership Act**

Assembly Bill 2590 (1995) allows eligible State employees to use up to 40 hours of leave credits each year to participate in school activities of any of their children attending kindergarten or grades 1 to 12. Leave credits may be used for vacation, annual leave, personal leave, compensating time off (CTO), or any combination thereof. Unpaid leave can also be used with your supervisor's consent. Check with your personnel office to learn if you are eligible.

**Jury Duty**

If you are required to serve jury duty, you may be absent with pay for the time actually served and reasonable travel time from your residence or work location provided you remit any jury duty fees to your department.

**Maternity or Parental Leave**

Current Bargaining Unit Agreements and DPA regulations allow an employee to request an unpaid leave of absence of up to one year for parental leave to care for a newborn child. During this unpaid leave, you can elect to continue your health, dental, or vision coverage by direct payment to your carrier or let your coverage suspend until you return to work. (See Pregnancy Disability Leave below.)

**Mentoring Program**

Eligible employees may receive up to 40 hours of mentoring leave per calendar year to participate in mentoring activities once they have used an equal amount of their personal time for these activities. Check with your bargaining unit or personnel officer to see if you are eligible.

**Military Leave**

If you are a member of the U.S. Armed Forces and are ordered to military duty and, if you are eligible, you are allowed 30 days of paid time off for either short-term or long-term military leave. Short-term military leave may be up to 180 calendar days. Long-term leave is considered six months to four years.

<b>Non-Industrial Disability Insurance (NDI)</b>	The NDI Program is designed to protect State employees against loss of wages when they are unable to perform their regular or customary work because of a nonwork related injury or illness. It provides employees with continuation of health and/or dental insurance coverage while on NDI. Employment Development Department (EDD) has administrative responsibility for this program, which is fully paid by the State. Eligible employees may take up to 26 weeks of NDI Leave. Employees with at least six months of employment and CalPERS membership are eligible; employees must also participate in Annual Leave if using enhanced NDI.
<b>Personal Holiday</b>	Once an employee has completed six months of employment, they are entitled to one Personal Holiday per fiscal year.
<b>Pregnancy Disability Leave</b>	Pregnancy Disability Leave (PDL) is an unpaid leave for a period of actual disability caused by pregnancy, childbirth, or related medical conditions. PDL is provided for a maximum of four months, as medically needed.
<b>Sick Leave</b>	Sick leave credits enable employees to take time off from work at full pay provided you have accrued sufficient leave credits. Sick leave compensates employees during periods of absence due to personal illness or injury, or for the care of an ill or injured family member (as specified in MOU or Government Code).
<b>Transfer of Leave Credits</b>	Employees are eligible to transfer eligible leave credits between family members to care for a child, parent, spouse, domestic partner, brother, sister, or other person residing in the immediate household who has a serious health condition as defined by FMLA or CFRA; or for parental leave to care for a newborn or adopted child.
<b>Vacation</b>	All employees (other than those enrolled in Annual Leave) earn vacation credits based on years of service. At the beginning of each pay period, you will be credited with the vacation hours you earned for the previous pay period. Accrued vacation can only be used after completing the first six months of service.

**Worker's Compensation** The Labor Code requires all employers, including the State, to provide workers' compensation benefits to employees who sustain a work-related injury or illness. Workers' compensation is separate from personal health care insurance, covering work related injuries and illnesses. The State Administration Manual contains a section on workers' compensation and injury program requirements and guidelines for departments to follow. An essential requirement for departments is that they establish, implement, and maintain written policies for an injury and illness prevention program (IIPP) (Labor Code Section 6401.7) and establish a reporting system for job-related injuries, illnesses, or death.

The State Compensation Insurance Fund (SCIF) is the adjusting agent/insurance carrier who provides adjusting and legal services for State workers' compensation claims and provides services to injured employees. Workers' compensation injuries are any injuries or illnesses that arise out of, or during, the course of employment.

If you are injured on the job it is your responsibility to inform your employer as soon as possible. Your employer may advise you where to go for treatment. Your employer will provide you with a claim form on which you can describe your injury, as well as how, when, and where it occurred. Return the completed form to your employer, who will forward it to SCIF. SCIF will provide you with information explaining all benefits to which you may be entitled. If, prior to an injury, you gave your employer written notice of the name of your personal physician or personal chiropractor who maintains your records of prior care, then you may go to this doctor for treatment immediately after your injury. You can obtain a predesignation form from your employer upon request.

California law imposes strict work-related injury reporting requirements on both the injured employee and the employer. The injured employee, his/her immediate supervisor, the second-line supervisor or manager and the personnel office share responsibility for timely and adequate reporting of work-related injuries or illnesses. Without prompt accurate reporting benefits may be delayed. A delay in the provision of benefits may result in awards for increase benefits (penalties) or interest charges assessed against your department.

**The following table lists LEAVE benefits, policies and programs. This may not include all existing policies and programs. For specific language refer to the rules, code, regulations, or Bargaining Unit Agreements. If you have questions contact DPA, or your personnel office.**

Leave Benefits Policies/Programs	Summary	Related Rule, Law, or Regulations*	Bargaining Unit**	Eligibility	Paid by
Adoption Leave	Any permanent employee may request and be granted a leave of absence without pay for the adoption of a child for a period not to exceed six months or one year as specified.	GC 19991.6(c)(3) FMLA, CFRA	1-21, Excluded, including Confidential	All permanent employees.	Unpaid
Annual Leave Program	Eligible employees earn annual leave credits rather than sick leave and vacation credits and are eligible to receive enhanced Non-Industrial Disability Insurance (50% of gross salary and option to supplement with leave credits to 75% or 100% of gross salary).	GC 19858.4; 19858.5; 19858.7; 19849.10-.18; GC 19858.6	1, 5-10, 12-14, 16-20, Excluded, including Confidential	All employees who have accrued leave credits and have elected to participate.	Employer Paid
Bereavement Leave	State employees are allowed paid time off if a specified member of their family dies.	GC 19859.3, 19849.10-.18	1-21, Excluded, including Confidential	All permanent State employees and some probationary employees. See your personnel office.	Employer Paid
Catastrophic Leave Program	Allows eligible employees to receive donations of annual leave, vacation, compensating time off, personal leave, and/or holiday credits from other eligible employees when the receiving employee faces financial hardship due to injury or the prolonged illness of the employee, or specified family members.	CCR 599.925	1-21, Excluded, including Confidential Unit 20 Special Schools – refer to your MOU	All permanent State employees except for seasonal employees.	Donated Leave Credits
Continuing Education Leave	Employees in specified classes will be entitled to educational leave to obtain continuing education units. The leave time can be taken up to the amounts specified by the class per fiscal year, subject to the operational needs of the department.	GC 21006	16, 19, 20	All employees in designated units and must be in a specific class.	Unpaid, unless MOU states otherwise
Dependent Care Leave	Employees may be granted an unpaid leave of absence for the purposes of providing personal medical care for the employee's ill or injured parent, spouse, child, stepparent grandchild, grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law, or brother-in-law. The employer is not required to maintain health, dental, or vision benefits and the leave is not job-protected.	GC 19991.1	20	All employees in designated units.	Unpaid
Domestic Violence Leave	Employees may take time off to seek medical attention for injuries caused by domestic violence, obtain psychological counseling related to the experience of domestic violence, obtain services from a domestic violence shelter, program, or rape crisis center, or to participate in safety planning to increase safety from future domestic violence.	Labor Code Section 230.1	All	All employees of employers with 25 or more employees.	Employer Paid

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Leave Benefits Policies/Programs	Summary	Related Rule, Law, or Regulations*	Bargaining Unit**	Eligibility	Paid by
Educational Leave	Eligible employees in BU 3 and 21 with at least one year of permanent, full-time service in a specified classification, which accrues educational leave, will be credited with educational leave at a rate of ten hours per month for full-time employees and on a pro-rata basis for part time employees. Employees in other Bargaining Units should check their contracts for specific provisions re: Training Leave and Continuing Education Leave.	DPA 599.787-791, GC 19991.7 & .9	3, 21	Employees must have 1 year of permanent, full-time service in specified class.	Employer Paid
Elections	Subject to collective bargaining, an employee who has been appointed as a member of a precinct board and who takes time off from state employment to serve as a member of the precinct board on election day shall receive payment of regular wages or salary for that election day.	DPA 599.930 GC 19844.7	1, 9, 10, 11, 14, 15, 17, 20, 21	All employees in designated units.	Employer Paid
Enhanced Industrial Disability Leave	An employee who loses the ability to work for more than 22 workdays on the 40-hour clock as the result of an injury incurred in the official performance of his/her duties may be eligible for a financial augmentation to the existing industrial disability leave benefits (IDL). The intent of the program is to maintain, as closely as possible, the disabled employee's monthly take home pay.	DPA 599.769 GC 19871.2, 19849.10-.18;  LC 4800-4820	6-8, 10, 16, 19, 20, Excluded, including Confidential  1,3,4,11,12,13,15,17,18,21	The department's appointing power has the final decision regarding employee's eligibility for EIDL.	Employer Paid
Family Activity Leave	Employees are permitted to use accumulated leave credits to attend family or school-related activities. Departments are encouraged to provide flexible schedule arrangements to accommodate employee needs.	DPA 599.910	CSEA Master, 12, 13, 16, Excluded, including Confidential	All permanent State employees.	Employer Paid
Family Crisis Leave	Employees may use accumulated leave credits (including sick leave credits where appropriate) to attend to family crisis situations. Departments are encouraged to provide flexible schedule arrangements to accommodate employee needs.	DPA 599.910	CSEA Master, 12, 13, 16, Excluded, including Confidential	All permanent State employees.	Employer Paid
Family Medical Leave Act	Entitles an eligible employee to take 12 weeks of paid or unpaid, job-protected leave each calendar year, regardless of how much FMLA has been taken during the past 12 months, to obtain care for their own serious health condition or to care for a seriously ill child, parent, or spouse. Health coverage at the State contribution rate is continued for the duration of the leave.	GC 12945.1-.2; Federal FMLA 1993	All units, Excluded, including Confidential	All State employees with 12 months of service and 1,250 hours in the previous 12 months.	Unpaid
Family School Partnership Act	Allows an employee to take up to 40 hours per calendar year, not exceeding eight hours in any calendar month of the year, to participate in activities at his/her child's school.	LC 230.8	All units, Excluded, including Confidential	All State employees.	Unpaid
Holiday-in-Lieu	Full-time employees shall be eligible to receive a total of 112 hours of holiday-in-lieu credit each calendar year. Employees shall request and may receive approval to use the holiday-in-lieu in accordance with the annual leave and vacation scheduling provided in their agreement.	GC 19853.1	5	All employees in designated unit.	Employer Paid

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Leave Benefits Policies/Programs	Summary	Related Rule, Law, or Regulations*	Bargaining Unit**	Eligibility	Paid by
Holiday Compensation	In lieu of a normal holiday schedule, Unit 8 employees receive 13 floating holidays, plus one personal holiday, with pay per calendar year.	GC 19853.1	8	All employees in designated unit who are full time.	Employer Paid
	Employees shall be eligible to receive a total of 104 hours (112 hours for BU 12 and 13) of holiday-in-lieu credit each calendar year. Employees request and may receive approval to use this credit in accordance with annual leave or vacation scheduling provisions.			12, 13, 16	All employees in designated units who are full time.
Industrial Disability Leave	Provided to employees who are Public Employees' Retirement System (CalPERS) and State Teachers Retirement System (STRS) members and become temporarily disabled because of a work-related injury.	GC 19869-19877.1, 19849.10-.18	9, 19, 20, 21, Excluded, including Confidential	All State Teachers' Retirement System and CalPERS members.	Employer Paid
Informal Leave	An informal leave of absence without pay may be granted for a period not to exceed 11 working days in a 22-day pay period.	GC 19991.1-.2	1-4, 6-8, 10-21, Excluded, including Confidential	Employees who have permanent status.	Unpaid
Jury Duty	Employees may be absent with pay for jury duty provided they remit the jury fee to their department.	GC 19991.3	All units, Excluded, including Confidential	All State employees.	Employer Paid
Leave of Absence (4800 Time)	Provides for a leave of absence without loss of salary, in lieu of disability payments for up to one year for any uniformed member of the California Highway Patrol (CHP) who is disabled by a single injury arising out of and in the course of performance of active law enforcement duties.	LC 4800.5	5 (CHP)	All employees in designated unit.	Unpaid
Mentoring Program	Eligible employees may receive up to 40 hours of mentoring leave per calendar year to participate in mentoring activities once they have used an equal amount of their personal time for these activities.	Executive Order W-132-96 (4/96)	1-3, 4, 7, 9-12, 16, 19, 21	All employees in designated units.	Employer Paid
Military Leave	Employees are allowed only 30 days of paid time off for either short-term or long-term military leave. Short-term military leave may be up to 180 calendar days; long-term leave is considered six months to four years.	GC 20990-21002; MVC 389-399.5	All units, Excluded, including Confidential	All State employees.	Unpaid
9-12 Leave	Employer may grant a leave of absence not to exceed any four pay periods during the period designated by the employer.	GC 21006	3	All employees in designated unit.	Unpaid
Non-Industrial Disability Insurance (NDI)	A wage continuation program provided to employees who are unable to work due to an injury or illness that is not work related.	GC 19878-19885, 19849.10-.18	All units, Excluded, including Confidential	All employees who are CalPERS members and have at least six months of service.	Employer Paid
Parental Leave of Absence	An employee may be granted up to one year of unpaid leave for purposes of pregnancy, childbirth, or care for a newborn child.	GC 19991.6, 21013	All units, Excluded, including Confidential	All State employees.	Unpaid

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Leave Benefits Policies/Programs	Summary	Related Rule, Law, or Regulations*	Bargaining Unit**	Eligibility	Paid by
Personal Holiday	Once an employee has completed six months of employment, each full-time employee becomes eligible for a personal holiday each fiscal year.	GC 19854	All units, Excluded, including Confidential	Employees who have completed six months of employment.	Employer Paid
	Permanent employees in BU 8 shall accrue a personal holiday every calendar year. Nonpermanent employees in BU 8 shall accrue a personal holiday at the completion of every six qualifying pay periods, but may not accrue more than one personal holiday in any 12 consecutive pay periods.	GC 19854	8		Employer Paid
Personal Leave Program	Personal leave shall be requested and used by the employee in the same manner as vacation or annual leave.	GC 19996.3; CCR 599.937	All units, Excluded, including Confidential	Employees who have available leave credits.	Employer Paid
Pregnancy Disability Leave (PDL)	Unpaid leave for a period of actual disability caused by pregnancy, childbirth, or related medical conditions. PDL is provided for a maximum of four months, as medically needed.	CA Code of Regs., Title 2, Division 4, Sec. 7291.2	All units, Excluded, including Confidential	All female State employees.	Unpaid
Sick Leave	Employees appointed to permanent, limited-term (LT), or temporary authorization appointment (TAU) positions are entitled to accrue sick leave credits. Employees can use up to six months to care for an ill or injured family member, or any person residing within the immediate household. Such absence shall be limited to six workdays per occurrence or, in extraordinary situations, to the time necessary for care until physician or other care can be arranged.	GC 19859, 19861-19864, 19866, 19143, 19991.4	1-21, Excluded, including Confidential	All State employees who have balances.	Employer Paid
Special Schools Leave Bank	Employees scheduled to work a ten month school year may be scheduled to use vacation during the first six months of employment and shall receive 70 hours of vacation leave credit.	None	20	Employees who have permanent status and subject to management approval.	Employer Paid
Transfer of Leave Credits for Family Members	Employees are permitted to transfer eligible leave credits between family members to care for ill family members, to provide leave credits for a family member who has a serious health condition, or for parental or adoption leaves.	DPA 599.913	CSEA Units 2, 5, 6, 7, 10, 12, 16, 18, 19, Excluded, including Confidential	All permanent State employees.	
Temporary Leave of Absence	Temporary leave may be granted without pay to any employee for a period not to exceed 30 calendar days.	DPA 599.781, GC 19991.1	All units, Excluded, including Confidential	All State employees.	Unpaid
10-12 and 11-12 Leave	Employer may grant a leave of absence not to exceed 75 calendar days or not to exceed two consecutive pay periods during the period designated by the employer.	GC 21006	3, 21	All State employees in these units.	Unpaid
Unpaid Leave of Absence	Employees may be granted an unpaid leave of absence for a period not to exceed one year for reasons including union activity, temporary incapacity due to illness, education, research project, or to be loaned to another governmental agency.	DPA 599.781, GC 19991.1	1-4, 6-8, 10-21, Excluded, including Confidential	All State employees, Excluded, including Confidential employees must have one year of service.	Unpaid

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Leave Benefits Policies/Programs	Summary	Related Rule, Law, or Regulations*	Bargaining Unit**	Eligibility	Paid by
Vacation	All employees (other than those enrolled in Annual Leave) earn vacation credits based on years of State service.	GC 19858.1, 19856, 19856.1, 19863, 19991.4, 19849.10-.18	All units, Excluded, including Confidential	All State employees with six months of service.	Employer Paid
Veteran's Educational Leave	Eligible employees who served in the armed forces may, upon application, be granted an educational leave of absence without pay.	GC 21006; MVC 981-981.7	All units, Excluded, including Confidential	All State employees.	Unpaid

## HEALTH INSURANCE BENEFITS, POLICIES and PROGRAMS

**CoBen Allowance** The State provides the employee with a single monthly allowance amount (depending on the number of eligible dependents covered under the health plan) for employees to pay for their health, dental, and vision plans. All Excluded, including Confidential employees and Represented employees in Bargaining Units 2, 7, 8, 16, 17, 18, and 19 are in CoBen.

If the cost of the plans chosen is less than the CoBen allowance, the difference is paid monthly to the employee as taxable cash (CoBen Cash) in their pay warrant. If the cost of the plan chosen is greater than the CoBen allowance, the employee pays the difference as a pre-tax deduction.

Employees may elect to receive CoBen cash in lieu of their own State- sponsored health insurance or health and dental insurance plans. Employees may not elect to receive cash in lieu of dental coverage only. Employees must have other coverage to be eligible for the cash option. You may obtain additional information on CoBen from the DPA Web site at [www.dpa.ca.gov](http://www.dpa.ca.gov) or the CoBen Handbook which is available from your Personnel Office.

**COBRA** Consolidated Omnibus Budget Reconciliation Act (COBRA) is federal legislation that allows the continuation of health, dental, and vision benefits for employees and their dependents who lost their regular group coverage due to one of the qualifying events listed below:

- Separation from employment or reduction in hours
- Marriage of enrolled child, or child's attainment of age 23
- Divorce or legal separation
- Death of employee

You have the responsibility to inform your personnel office of a divorce, legal separation, or a child losing dependent status under the group health plan within 60 days of the date of the event. Your personnel office will provide you or your eligible dependent with an election form to enroll or decline COBRA continuation coverage. You must return this form within 60 days of receipt. The COBRA continuation coverage may be established for 18 to 36 months depending on the qualifying event.

**Dental Insurance** Dental insurance for you and your eligible dependents is available from one of several plans. DPA administers the State's Dental Program. Eligibility to enroll in the dental program is determined by your time base and tenure. Employees in Bargaining Unit 6 have their dental insurance provided through their union-sponsored trust. In addition, Unit 5 employees, who are also members of the California Association of Highway Patrolmen, have their own indemnity dental plan.

You may obtain additional information on dental benefits from the DPA Web site at [www.dpa.ca.gov](http://www.dpa.ca.gov) or your personnel office.

**Domestic Partner** Assembly Bill 26 – Domestic Partnership Coverage was implemented in 1999 (Chapter 588, Statutes of 1999, AB 26, Migden). This legislation was passed to allow domestic partners to register with the Secretary of State and be eligible to enroll, as a dependent, in a State-sponsored health, dental, and vision program.

**Employee Assistance Program**

The Employee Assistance Program (EAP) is a prepaid benefit, providing short-term behavioral health counseling to State employees and their eligible dependents, in addition to telephone assistance for legal, financial, and dependent care issues. The number of counseling visits available is determined through collective bargaining. The EAP also provides EAP Management Consultants who provide supervisors and managers with tools, support, and guidance when dealing with employee work performance issues. Some State departments have their own internal EAP.

Employees should contact their department EAP Coordinator, or visit the EAP Web site for more information:

<http://www.dpa.ca.gov/benefits/other/eap/EAPFlyer.pdf>  
<http://www.dpa.ca.gov/benefits/other/eap/eapmain.shtm>

**Health Insurance** Health insurance is available to help pay the cost of hospital and other medical bills incurred by eligible employees and their eligible dependents. CalPERS administers the Health Benefits program. If your time base is at least half time and your appointment is for a period of more than six months, you may enroll in a health plan offered by CalPERS within 60 days from your appointment. Each year during the open enrollment period you may request a copy of the Health Plan Guide with information you need to make an informed decision on choosing your health plan coverage.

<b>Life Insurance with Accidental Death &amp; Dismemberment</b>	<p>The Basic Group Term Life Insurance Program is a State-paid benefit provided for managerial, supervisory, confidential, and other specified excluded employees. Represented State employees are not eligible for this benefit. Eligible employees may apply for supplemental coverage for themselves as well as dependent coverage for their spouse and/or eligible children. The amount of coverage is based on an employee's designation as follows:</p> <ul style="list-style-type: none"><li>• Managers - \$50,000</li><li>• Supervisors and Confidential Employees - \$25,000</li></ul>
<b>Long-Term Care Insurance</b>	<p>The Long-Term Care Insurance Program is offered by the California Public Employees' Retirement System (CalPERS) to all employees. It is designed to provide benefits to assist people who have chronic, long-term, physical, and/or mental conditions requiring physical assistance in performing the activities of daily living. This is a voluntary program and premiums are fully paid by employees who choose to enroll. In addition, your spouse, parents, parents-in-law, and siblings 18 years and older can also apply for this program.</p>
<b>Long Term Disability (DPA)</b>	<p>The Long-Term Disability (LTD) Insurance Program was implemented in 1988 for active excluded employees. This voluntary benefit is intended to provide income protection in the event an employee becomes disabled due to an illness or injury and is unable to work for six months or longer. The LTD Program offers a monthly benefit of up to 65% of the first \$9,230 of the employee's predisability earnings (monthly base salary), reduced by other income benefits (e.g., retirement, social security, workers' compensation, etc.). The minimum payment for a claim is 10% of the monthly benefit before being reduced by "other income" or \$100 per month, whichever is greater. The maximum payment is \$6,000 per month. Claims are offset by certain "other income" available to the employee. The Department of Personnel Administration (DPA), Benefits Division, maintains responsibility for the program and for providing departmental personnel offices with information regarding premium changes or open enrollment periods.</p>
<b>Pre-Tax of Health and Dental</b>	<p>Under the State's Premium Only Plan (POP) any out-of-pocket premium cost to employees for their health and dental insurance is taken out of their paycheck before federal, State, and social security taxes are deducted. This tax savings helps to offset some of their insurance premium cost. As the insurance premiums increase or decrease, the employees' share will automatically change and continue to be deducted from their paycheck as long as they are enrolled in POP.</p>

**Rural Health Care Equity Program**

Rural Health Care Equity Program provides financial assistance to State employees and annuitants that live in areas that do not have access to a CalPERS HMO plan in the State of California. Deductible and co-insurance costs for eligible employees and their enrolled dependents are reimbursable expenses. A deductible is the annual amount of out-of-pocket expenses that a State employee must pay before the health plan begins paying for expenses. Co-insurance is when the health plan and the employee share the cost of hospital or medical expenses at a specified ratio. Office visit copayments and pharmacy benefit copayments are not eligible for reimbursement.

**Travel and Accident Insurance with Accidental Death & Dismemberment**

The travel and accident insurance policy is a State-paid benefit for managers, supervisor, confidential, and excluded State employees. If an insured employee is required to travel on State business away from the work premises where he or she is permanently assigned, any loss incurred by the insured employee during the business trip is covered.

- Coverage begins from the actual start of a planned trip. The insured employee may leave from his/her place of work, home, or another location. The coverage stops upon the return to the insured employee's place of work or home, whichever occurs first.
- Commuting travel is not covered. Commuting travel is defined as travel to the insured employee's place of work or home.
- Air travel coverage is limited. It only applies while riding as a passenger (not as a pilot or crewmember), on a Military air transport aircraft in any country or on any civil aircraft. (Such civil aircraft cannot be owned or operated by an insured employee or by the State.) Such aircraft must (1) be operated by a duly licensed pilot; (2) have a current unrestricted airworthiness certificate; and (3) not be used to fight fires, inspect pipelines or power lines, take aerial photos, or explore.

**Vision Coverage**

Employer-paid vision care insurance is available for eligible employees and their dependents. Eligibility is determined by your time base and tenure, and enrollment is automatic. DPA administers the State's Vision Program. Employees in Bargaining Unit 6 have vision coverage through their union's benefit trust and are not eligible to enroll in the State's vision plan. You may obtain additional information on your vision benefits from the DPA Web site at [www.dpa.ca.gov](http://www.dpa.ca.gov).

**Workers' Compensation**

Refer to Page 8.

**The following table lists HEALTH/INSURANCE benefits, policies and programs. This may not include all existing policies and programs. For specific language refer to the rules, code, regulations, or Bargaining Unit Agreements. If you have questions contact DPA, or your personnel office.**

Health/Insurance Benefits Policies/Programs	Summary	Related Rule, Law, or Regulation*	Bargaining Unit**	Eligibility	Paid By
Accidental Death/Dismemberment Benefits	Department provides \$50,000 air travel insurance in specified classes required to fly as a passenger in other than regularly scheduled passenger aircraft to fulfill their work duties.	N/A	9, 10	N/A	Employer Paid
Consolidated Benefits Program (COBEN)	Allow eligible employees to offset their total benefits cost by choosing lower cost health and/or dental plans. Offers specified amount of cash in lieu of health/dental benefits.	CCR 599.956; IRC 125	2, 7, 8, 16, 17, 18, 19, Excluded, including Confidential	Permanent employee appointed half-time or more; or a LT or TAU employee who is half-time or more with an appointment of 6 months or more; or a permanent intermittent (PI) employee who is credited with a minimum of 480 paid hours in a six-month control period.	Employer Paid
Consolidated Omnibus Budget Reconciliation Act (COBRA)	Allows continuation of health, dental, or vision coverage from 18 to 36 months for employees who lose their insurance coverage due to separation or deletion from another employee's coverage.	LC 2800.2(b), 2807; COBRA of 1985 (Public Law 99-272); GC 22840.2	All units, Excluded, including Confidential	Based on qualifying events as determined by COBRA statute.	Employee Paid
Special Death Benefit Peace Officers (Federally-sponsored benefit)	The U.S. Department of Justice, Bureau of Justice Assistance provides: <b>Death Benefits</b> – in the form of a one-time financial payment in the amount of \$267,494 to the eligible survivors of Public Safety Officers.	Public Safety Officers' Benefits (PSOB) Act	All Public Safety Officers (Peace Officers and Firefighters)	All Peace Officers and Fire Fighters employed by the State of California whose death was the direct and proximate result of a traumatic injury sustained in the line of duty. The amount of this benefit is adjusted each October. The amount reflected here is the most current information available (last adjusted 10/1/03).	Employer

Employees' Handbook to Work and Family Policies & Benefits

Health/Insurance Benefits Policies/Programs	Summary	Related Rule, Law, or Regulation*	Bargaining Unit**	Eligibility	Paid By
Special Death Benefit Peace Officers (Federally-sponsored benefit)	<b>Disability Benefits</b> – (see “Eligibility” on right)	Public Safety Officers' Benefits (PSOB) Act	All Public Safety Officers (Peace Officers and Firefighters)	Public Safety Officers who have been permanently and totally disabled by a catastrophic personal injury sustained in the line of duty if that injury permanently prevents the officer from performing ANY substantial and gainful work.	Employer
Dental Insurance	Insurance to help pay the cost of dental care for eligible employees and their eligible dependents.	GC 19849.10, 19827; CCR 2699.6711	All units, Excluded, including Confidential	Permanent employee appointed half-time or more; or a LT or TAU employee who is half-time or more with an appointment of more than six months; or a PI employee who is credited with a minimum of 480 paid hours in a six-month control period. PI employees in BU 6 should refer to MOU under “Employee Eligibility.”	Employer and Employee Paid
Domestic Partnership Coverage	Extends domestic partner coverage to eligible State employees for health, dental, and vision benefits.	GC 22867-77; FC 297, 299	All units, Excluded, including Confidential	Permanent employee appointed half-time or more; or a LT or TAU employee who is half-time or more with an appointment of more than six months; or a PI employee who is credited with a minimum of 480 paid hours in a six-month control period. PI employees in BU 6 should refer to MOU under “Employee Eligibility.”	Employee and Employer Paid
Health Insurance	Insurance to help pay the cost of hospital and other medical bills incurred by eligible employees and their eligible dependents.	GC 19849.10-.11, 22751, 22816, 22825, 22825.1, 19827; CCR 2699.6703	All units, Excluded, including Confidential	Permanent employee appointed half-time or more; or a LT or TAU employee who is half-time or more with an appointment of six months or more; or a PI employee who is credited with a minimum of 480 paid hours in a six-month control period. PI employees in BU 6 should refer to MOU under “Employee Eligibility.”	Employee and Employer Paid
Life Insurance	Basic Group Term Life Insurance is a State-paid benefit for Excluded employees.	GC 19846.1	Excluded including Confidential	Permanent employee appointed half-time or more.	Employer Paid

Employees' Handbook to Work and Family Policies & Benefits

Health/Insurance Benefits Policies/Programs	Summary	Related Rule, Law, or Regulation*	Bargaining Unit**	Eligibility	Paid By
Long-Term Care Benefit	Voluntary employee paid program to provide cash benefits to assist with care for employees, their spouses, and parents who have chronic, long-term conditions.	IC 10232-10233.9, 10234.8-10234.97, 10235-10236.8; GC 19849.10-.18, 21660-21664	All units, Excluded, including Confidential	All active employees and retirees under CalPERS. Spouses, parents, and parents-in-law of eligibles.	Long-Term Care Benefit
Long-Term Disability Insurance	A voluntary wage replacement program provided to employees who are unable to work due to a long-term injury or illness.	GC 19849.11	Managers, Supervisors, Confidentials, and Excluded	Employees working half-time or more.	Employee Paid
Pre-Tax of Health/Dental Premium Costs	Employees enrolled in any health and/or dental plan, which requires a portion of the premium to be paid by the employee, will automatically have their out-of-pocket premium costs taken out of their paycheck before federal, State, and social security taxes are deducted.	IRC 125	All units, Excluded, including Confidential	Permanent employee appointed half-time or more; or a LT or TAU employee who is half-time or more with an appointment of more than six months; or a PI employee who is credited with a minimum of 480 paid hours in a six-month control period. PI employees in BU 6 should refer to MOU under "Employee Eligibility."	Employee Paid
Rural Health Care Equity Program	Under the Rural Health Care Equity Program, the State shall contribute \$1,500 per fiscal year, on behalf of each bargaining unit member who lives in a defined rural area, for specified health care expenses.	22877	All units, Excluded, including Confidential	Employees must be enrolled in a CalPERS-approved health plan in an area where there is no contracted HMO available.	Employer Paid
Vision Care Insurance	Employer-paid Vision Care insurance for eligible employees. Unit 6 employees refer to "Benefit Trust Fund" in your Bargaining Unit Agreement.	GC 19849.10; IC 12693.65, 12693.25; CCR 2699.6719	All units, Excluded, including Confidential	Permanent employee appointed half-time or more; or a LT or TAU employee who is half-time or more with an appointment of more than six months; or a PI employee who is credited with a minimum of 480 paid hours in a six month control period. PI employees in BU 6 should refer to MOU under "Employee Eligibility."	Employer Paid
Worker's Compensation	Provided to employees who are injured on the job or become ill due to their job. It is separate from personal health insurance.	LC 110-139.6, 4900-4909.1, 3200-3219, 3300-3317	All units, Excluded, including Confidential	All State employees.	Employer Paid

## WORK SCHEDULE POLICIES and PROGRAMS

***The following table lists WORK SCHEDULE benefits, policies and programs. This may not include all existing policies and programs. For specific language refer to the rules, code, regulations, or Bargaining Unit Agreements. If you have questions contact DPA, or your personnel office.***

Work Schedule Policies/Programs	Summary	Related Rule, Law, or Regulation*	Bargaining Unit**	Eligibility
<b>Alternate Work Week Schedule</b>	The employer may establish varying workweeks and work shifts in order to meet the needs of the State agencies. Refer to your Bargaining Unit Agreement for specific information.	GC 19851	7, 9-10, 12, 13, 15, 19, 20, Excluded, includes Confidential	All employees in designated units and subject to management approval.
<b>Exchanging Days Off or Hours of Work</b>	Employees may be permitted to exchange hours of work or days off with other employees in the same class, performing the same type of duties within the same work location and working the same workweek schedule. Refer to your Bargaining Unit Agreement for specific information.	GC 19851	1, 3-4, 6-8, 11, 15, 17-18, 20, Excluded, includes Confidential	All employees in designated units and subject to management approval.
<b>Flexible Work Hours</b>	The employer may establish varying work shifts in order to meet the needs of employees.	GC 19851	1-4, 7, 9-12, 15-17, 19, 20, Excluded, includes Confidential	All employees in designated units and subject to management approval.
<b>Job Sharing</b>	Employees may request to job share. Request considered on a case-by-case basis consistent with departmental rules.	CCR 599.830	7, 16, 18, 19, Excluded, includes Confidential	All employees in designated units and subject to management approval.
<b>Set Up/Shut Down Time</b>	Time necessary to "set up" and/or "shut down" a State function shall be part of the employee's workday.	GC 19851 CFR 790.7	1, 3-4, 11, 17, Excluded, includes Confidential	All employees in designated units.
<b>Shifts and Days Off Scheduling</b>	Employees may be allowed to bid on schedule and/or shift and days off based on seniority. Refer to your Bargaining Unit Agreement for specific information.	None	4, 6-7, 12-13, 15, 17, 18, Excluded, includes Confidential	All employees in designated units.
<b>Telecommuting</b>	Employee may be allowed to work at his/her residence or central location close to his/her residence to improve employee effectiveness, reduce traffic congestion, improve air quality, conserve energy, save office space, and improve the quality of life.	GC 14200-14203	1-4, 7, 9-10, 14, 16, 19, Excluded, includes Confidential	All employees in designated units and subject to management approval.

## **EDUCATION AND TRAINING POLICIES and PROGRAMS**

### **Continuing Education Leave**

Employees in specified classes will be entitled to educational leave to obtain the required continuing education units (e.g., – educators and medical services professionals).

### **Educational Benefits**

Scholarship grants for minor dependent children of uniformed employees killed or totally disabled in the line of duty.

### **Registered Nurses Scholarship Fund**

Provides financial assistance to State Registered Nurses to aid in obtaining education that will enhance their potential in the nursing and/or health care profession. Purpose of the program is to enhance, not duplicate, existing State workforce training and development options.

### **Tuition Reimbursement**

Employees may be reimbursed for expenses incurred and provided with time off during normal work hours without loss of compensation as a result of completing approved training or education courses. Check with your bargaining unit or personnel officer to see if you are eligible.

**The following table lists EDUCATION benefits, policies and programs. This may not include all existing policies and programs. For specific language refer to the rules, code, regulations or Bargaining Unit Agreements. If you have questions contact DPA, or your personnel office.**

Education/Training Policies/Programs	Summary	Related Rule, Law, or Regulation*	Bargaining Unit**	Eligibility	Paid By	
Continuing Education/Training Leave	Employees in specified classes will be entitled to educational leave to obtain the required continuing education units. The leave time can be taken up to the amounts specified by the class per fiscal year, subject to the operational needs of the department. Refer to your Bargaining Unit Agreement for specific information.	GC 21006	16, 19, 20	All employees in designated units and must be in a specific class.	Unpaid, unless MOU states otherwise	
Educational Benefits	Under Labor Code Section 4709, the spouse or dependent children (natural or adopted) of a uniformed employee of the California Highway Patrol, may be eligible for a scholarship to attend accredited college level institutions in California. The scholarships are for subsistence, books, and supplies. The maximum amount cannot exceed \$6,000.00 over a period of six years; however, no more than \$1,500.00 is available per year.	LC 4709	5	All employees in designated unit.	Employer Paid	
	Under Education Code 68120 and 68121, surviving spouses and children of deceased uniformed employees may be eligible to have fees and tuition waived at any of the various locations of the University of California or at any of the California State Universities. This scholarship is available only if the employee was killed by external force or violence in the line of duty.	EC 68120 and 68121				
	National University has a grant program for spouses of uniformed employees killed in the line of duty. Specifically, their M. C. Cook Scholarship can provide \$5,000.00 in tuition toward a Bachelor of Arts or Master of Arts Degree.					
	When an employee in BU 8 is killed or totally disabled in the line of duty, their minor dependent children may be entitled to a scholarship at any university or college in California. Eligibility for a scholarship is limited to a person who demonstrates financial need.	LC 4709	8	All Employees in designated unit.	Employer Paid	
Education Leave	Employees in specified classes accrue an Educational Leave Time Bank at the rate of ten hours a month. Can be used upon completion of at least one year of permanent full-time service.	GC 20963.1	3,17,21	All employees in designated units.	Employer Paid	
Registered Nurse Scholarship Program	Scholarship program to encourage registered nurses working in California to pursue university level educational degrees in nursing and related health care professions.	None	17	All employees in designated units who meet scholarship criteria.	Employer Paid	
Tuition Reimbursement	Employees may be reimbursed for expenses incurred and provided with time off during normal work hours without loss of compensation as a result of completing approved training or education courses.	CCR 599.819; GC 19995.1	1-12, 14-21, Excluded, including Confidential	All employees in designated units.	Employer Paid	

## EMPLOYEE ASSISTANCE POLICIES and PROGRAMS

***The following table lists EMPLOYEE ASSISTANCE benefits, policies and programs. This may not include all existing policies and programs. For specific language refer to the rules, code, regulations, or Bargaining Unit Agreements. If you have questions contact DPA, or your personnel office.***

Employee Assistance Policies/Programs	Summary	Related Rule, Law, or Regulation*	Bargaining Unit**	Eligibility	Paid By
Assaultive Behavior (Managing)	The State will endeavor to provide training to all employees at risk of assault on how to defuse potentially violent situations and verbal confrontations.		1, 3-4, 11, 17, 18, 20	Designated employees working in institutions or other work sites.	Employer Paid
Child Care Program Onsite	Open to State agencies and the public; however, departmental onsite employees on waiting list have priority. All participants pay the same rate. (Examples: CALPERS, Department of Motor Vehicles, Franchise Tax Board, Department of Mental Health.)	GC 4560-4563	All units, Excluded, including Confidential	All employees subject to waiting list.	Employee Paid
Employee Assistance Program	Provides confidential problem assessment, short-term counseling, and referral services to employees and their families. Areas include personal, emotional and stress concerns, marital and family issues, financial and credit problems, legal matters, alcohol and drug abuse problems, along with dependent elder and child care issues.	HSC 11759.10-.17; GC 19998.5	All units, Excluded, including Confidential	All employees.	Employer Paid
Injury and Illness Prevention Program	Each department shall establish, implement, and maintain an Injury and Illness Prevention Program (IIPP).	LC 6401.7	All units, Excluded, including Confidential	All employees.	Employer Paid
Lactating Accommodation Program	Departments are encouraged to develop flexible and accommodating guidelines meeting the employee's need to express breast milk. Employers must provide the employee with the use of a room or other location in which to express breast milk.	PML 2002-024	All units, Excluded, including Confidential	All employees.	N/A
Wellness Program	This program was formed to improve the overall health of employees; increase the longevity and the quality of life; reduce the employee's health risks; and encourage safe and healthy behavior.	CCR 599.935; GC 19261; LC 6400, 6402-4	All units, Excluded, including Confidential	All employees.	Employer Paid
Work and Family Resource and Referral Service	Comprehensive Resource and Referral information on child, adult, and elder dependent care. Available to all State employees 24/7 by toll-free number 866-896-1938. <a href="http://www.dpa.ca.gov/workingfamilies/home.shtml">http://www.dpa.ca.gov/workingfamilies/home.shtml</a>	GC 19822.7	All units, Excluded, including Confidential	All employees.	Employer Paid
Workplace Violence Prevention	The State agrees to meet with the Union to develop and provide training on a model Workplace Violence Prevention Program and make the program available to all departments.	N/A	All units, Excluded, including Confidential	All employees in designated units.	Employer Paid
Fitness Center	Exercise equipment available for use by employees at no cost.			Available at some work locations.	Employer Paid

## RETIREMENT BENEFITS AND PROGRAMS

### **Alternative Pre-Retirement Death Benefit**

Provides an improved benefit and allows the surviving spouse and dependent children to continue to receive the State employer's premium for health and dental coverage. The enhanced death benefits would also be payable to surviving spouses or dependent children who are currently receiving the former death benefit.

### **Alternative Retirement Program**

The Alternative Retirement Program (ARP) provides a retirement savings plan in lieu of a retirement benefit under CalPERS during the first 24 months of an ARP member's state employment. Effective August 11, 2004, new eligible employees will not contribute to CalPERS for a period of 24 months after their eligibility date. Instead, employees will contribute to ARP for this period allowing them to save for retirement. The ARP will be provided under the Department of Personnel Administration's Savings Plus Program.

### **Pre-Retirement Death Continuation of Benefits**

The State employer shall, upon the death of an employee while in State service, continue to pay employer contributions for health, dental, and vision benefits for a period not to exceed 120 days beginning in the month of the employee's death.

### **Purchase of Retirement Service Credit**

Service credit can be restored (by a redeposit of previously withdrawn contributions and interest) or purchased for, among others: (1) time while on certain approved leaves of absence; (2) military duty prior to State employment or additional retirement service not based on employment with a CalPERS employer; and (3) public employment prior to becoming eligible for CalPERS membership. Second Tier CalPERS members may also rollover funds from qualified 401(a) or 401(k) plans to purchase prior service credit. Participants of the Savings Plus Program may transfer their funds to CalPERS for the purchase of service credit. Rollovers from other qualified private 401(a) or 401(k) plans are also acceptable. For additional information about this benefit, access the CalPERS Web site at [www.CalPERS.ca.gov](http://www.CalPERS.ca.gov) or contact: CalPERS, Member Services Division, P.O. Box 4000, Sacramento, CA 95812-4000, (888) 225-7377.

**Savings Plus Program (SPP)**

The Savings Plus Program (Savings Plus) allows employees to enhance their retirement benefits through tax-deferred payroll deductions. Savings Plus offers two deferred compensation plans: a 401(k) Plan and a 457 Plan. These plans allow the employee to save for retirement and lower their income taxes while working. To receive this benefit, which is separate from the employee's pension, the employee must enroll with Savings Plus. Savings Plus also administers a Part-Time, Seasonal, and Temporary Employees Retirement Program (PST Program). Employees who are excluded from membership in CalPERS -- either because they work less than half time, are seasonal, or are employed on an intermittent or temporary basis are automatically covered by the PST Program.

**The following table lists RETIREMENT benefits, policies and programs. This may not include all existing policies and programs. For specific language refer to the rules, code, regulations or Bargaining Unit Agreements. If you have questions contact DPA, or your personnel office.**

Retirement Policies/Programs	Summary	Related Rule, Law, or Regulation*	Bargaining Unit**	Eligibility	Paid By
Alternative Pre-Retirement Death Benefit	Provides an improved benefit and allows the surviving spouse and dependent children to continue to receive the State employer's premium for health and dental coverage. The enhanced death benefits would also be payable to surviving spouses or dependent children who are currently receiving the former death benefit.	GC 21547, 22754	1, 3-4, 6-7, 11-17, 19	All employees in designated units.	Employer Paid
Alternative Retirement Program	Provides a retirement savings plan in lieu of a retirement benefit under CalPERS during the first 24 months of an ARP member's state employment. Effective August 11, 2204, new eligible employees will not contribute to CalPERS for a period of 24 months after their eligibility date. Instead, employees will contribute to ARP for this period allowing them to save for retirement. The ARP will be provided under the Department of Personnel Administration's Savings Plus Program.	PML 2004-040	All new employees in eligible units	Persons employed on or after 8/11/04, excluding current or prior members of CalPERS. Other exclusions apply; refer to PML 2004-04	Employee
Part-Time, Seasonal, and Temporary Employees Retirement Program (PST) Program	The PST Program is a savings program created by federal law for employees who are not members of a retirement system. It provides an opportunity for State employees not covered by Social Security and/or the California Public Employees' Retirement System (CalPERS) to save for retirement.	IRC 457, CCR 599.945-599.945.3, GC 19999.2-19999.21	All units, Excluded, including Confidential	Employees not covered by Social Security and excluded from participation in CalPERS must participate in the PST Program.	7.5% of pay is paid by employee. Employers' fees pay for the program.
Pre-Retirement Death Continuation of Benefits Proposal	The State employer shall, upon the death of an employee while in State service, continue to pay employer contributions for health, dental, and vision benefits for a period not to exceed 120 days beginning in the month of the employee's death.	None	All units, Excluded, including Confidential	Permanent employee appointed half-time or more; or a LT or TAU employee who is half-time or more with an appointment of six or more months; or a PI employee who is credited with a minimum of 480 paid hours in a six-month control period. PI employees in BU 6 should refer to MOU under "Employee Eligibility."	Employer Paid

Employees' Handbook to Work and Family Policies & Benefits

Retirement Policies/Programs	Summary	Related Rule, Law, or Regulation*	Bargaining Unit**	Eligibility	Paid By
Purchase of Retirement Service Credit	Service credit can be restored (by a redeposit of previously withdrawn contributions and interest) or purchased for, among others: (1) time while 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 CalPERS members may also rollover funds from qualified 401(a) or 401(k) plans to purchase prior service credit. Participants of the SPP who are enrolled in the 401(k) Thrift Plan may transfer their funds to CalPERS for this purpose. Rollovers from other qualified private 401(a) or 401(k) plans are also acceptable.	GC 20930.5	All units, Excluded, including Confidential	See summary.	Employee Paid
Savings Plus Program (SPP)	Voluntary Deferred Compensation plans which enable employees to save pre-tax dollars for retirement planning. All investment funds, including growth and earnings, grow on a tax-deferred basis until withdrawn.	IRC 457, IRC 401(k), CCR 599.940-599.943, GC 19993, GC 19993.05, GC 19999.5	All units, Excluded, including Confidential	All permanent employees.	Employee Paid

## MISCELLANEOUS POLICIES and PROGRAMS

**FlexElect** DPA administers the FlexElect Program. This is a voluntary program, which may offer you significant tax advantages and increase your take home pay. You may enroll in any one of three options offered: Cash Option, Medical Reimbursement Account, and Dependent Care Reimbursement Account.

You may obtain additional information on FlexElect from the DPA Web site at [www.dpa.ca.gov](http://www.dpa.ca.gov) or the FlexElect Handbook which is available from your personnel office.

**Group Legal Services Insurance Plan** The Group Legal Services Insurance Plan is a voluntary-benefit program. It provides a variety of legal coverage including unlimited toll-free advice about personal legal matters and document preparation. Consultation services are paid-in-full when a network attorney is used for consumer protection, will preparation, domestic matters, real estate transactions, adoptions, bankruptcy, defense of civil actions and criminal misdemeanor charges, and juvenile court proceedings.

**Pre-Tax Parking Program** Voluntary tax savings program that allows employees to deduct a specified pre-tax dollar amount for the direct payment and/or reimbursement of work-related parking fees. Regulated by Section of 132 of the Internal Revenue Code (Qualified Transportation Fringe Benefits). Employee authorizes the deduction of the actual cost of fees up to the maximum monthly deduction set by the Internal Revenue Service.

If employee has the option to park in a lot managed by the Department of General Services (DGS) or by their department, pre-tax funds deducted from the employee's paycheck are remitted directly to DGS or to the State department.

If an employee does not have the option to park in a DGS-managed lot or in a department-administered lot, they can participate in the Pre-Tax Parking Reimbursement Account Program. With this option, employee pays for parking in a paid facility providing a receipt and then submits the receipt for reimbursement.

**Smoking Cessation Program** The State will provide smoking cessation programs consistent with prior departmental practices. Participation or nonparticipation shall not jeopardize employment rights of participants and non-participants for failure to successfully complete smoking cessation programs.

**The following table lists MISCELLANEOUS benefits, policies and programs. This may not include all existing policies and programs. For specific language refer to the rules, code, regulations, or Bargaining Unit Agreements. If you have questions contact DPA, or your personnel office.**

Miscellaneous Policies/Programs	Summary	Related Rule, Law, or Regulation*	Bargaining Unit**	Eligibility	Paid By
Commuter Program	Employees working in facilities served by congested commute routes identified by the State shall be eligible for a discount on monthly public transit passes.		1-12, 14-21, Excluded, including Confidential	All employees in designated units and Excluded, including Confidential employees.	Employer Paid
Financial Assistance for Active Member Death	When an active uniformed CHP employee suffers a death due to an illness or injury, which was not incurred in the line of duty, the Commissioner may allow employees to donate leave credits to the leave bank of the employee.		5	All employees in designated units.	Employees' Donate Leave Credits
FlexElect Program	Offers reimbursement accounts to help employees pay for out-of-pocket dependent care and medical expenses with pre-tax dollars deducted from their monthly pay warrant. Offers a specified amount of cash in lieu of health/dental benefits.	GC 1156	All units, Excluded, including Confidential	Permanent employee appointed half-time or more; or a LT or TAU employee who is half-time or more with an appointment of six months or more; or a PI employee who is credited with a minimum of 480 paid hours in a six-month control period.	Employee and Employer Paid
Group Legal Services Insurance Plan	Voluntary, employee-paid benefit available to employees who may be in need of legal consultation and representation.	GC 19889.7, 19849.10-12	All units, Excluded, including Confidential	Permanent or probationary employees who have a time base of half-time or greater; all units, Excluded, including Confidential, and Exempt. Permanent Intermittent employees credited with a minimum of 480 paid hours each six-month qualifying control period ending 6/30 or 12/31.	Employee Paid
Smoking Cessation Program	The State will provide smoking cessation programs. Participation or nonparticipation shall not jeopardize employment rights of participants and nonparticipants for failure to successfully complete smoking cessation programs.		1,3,4,6,11,15, 20		
Life Insurance	Department of Transportation (Caltrans) pays \$50,000 to the designated beneficiary of an employee in designated rank-and-file classes who is killed while assigned prescribed duties under certain conditions.	LC 4701-2, LC 5705	4, 9, 11, 12	All employees in designated units and classes.	Employer Paid

Miscellaneous Policies/Programs	Summary	Related Rule, Law, or Regulation*	Bargaining Unit**	Eligibility	Paid By
Life Insurance (Excluded, including Confidential)	State pays the premium for basic coverage of \$50,000 for Manager and \$25,000 for Supervisors, Excluded, and Confidential employees.	GC 20750.11	Excluded, including Confidential	Excluded, including Confidential employees half-time or greater.	Employer Paid
Paid Time Off for Precinct Elections	If an employee does not have sufficient time outside of working hours to vote at a statewide election, the employee may, without loss of pay, take off enough working time that, when added to the voting time available outside of working hours, will enable the employee to vote.	DPA Rule 599.930	All units, Excluded, including Confidential	All employees.	Employer Paid
Pre-Tax Parking	Voluntary tax savings program allows employees to deduct the actual cost of their work-related parking fees up to a specified amount	IRC 132, RTC 17144.5	All units, Excluded and Confidential	All active employees in designated units, Excluded and Confidential.	Employer and Employee Paid

**\*Key to Acronyms**

- CCR** California Code of Regulations
- FC** Family Code
- GC** Government Code
- HSC** Health and Safety Code
- IC** Insurance Code
- IRC** Internal Revenue Code
- LC** Labor Code
- MVC** Military Veterans' Code

**\*\*Bargaining Units**

When a Bargaining Unit is identified in this document it indicates that some specific language is in the collective Bargaining Unit Agreement concerning that particular benefit.

<b>Unit #</b>	<b>Employee Organization</b>	<b>Description</b>
1	California State Employees Association (CSEA)	Professional, Administrative, Financial and Staff Services
2	California Attorneys, Administrative Law Judges and Hearing Officers in State Employment (CASE)	Attorney and Hearing Officers
3	California State Employees Association (CSEA)	Professional Educators and Librarians
4	California State Employees Association (CSEA)	Office and Allied
5	California Association of Highway Patrolmen (CAHP)	Highway Patrolmen
6	California Correctional Peace Officers Association (CCPOA)	Correctional Officers
7	California Union of Safety Employees (CAUSE)	Protective Services and Public Safety
8	California Department of Forestry Firefighters (CDF Firefighters)	Firefighters
9	Professional Engineers in California Government (PECG)	Professional Engineers
10	California Association of Professional Scientists (CAPS)	Professional Scientists
11	California State Employees Association (CSEA)	Engineering and Scientific Technicians
12	International Union of Operating Engineers (IUOE)	Craft and Maintenance
13	International Union of Operating Engineers (IUOE)	Stationary Engineers
14	California State Employees Association (CSEA)	Printing Trades
15	California State Employees Association (CSEA)	Allied Services
16	Union of American Physicians and Dentists (UAPD)	Physicians, Dentists and Podiatrists
17	California State Employees Association (CSEA)	Registered Nurses
18	California Association of Psychiatric Technicians (CAPT)	Psychiatric Technicians
19	American Federation of State, Country and Municipal Employees (AFSCME)	Health and Social Service Professional
20	California State Employees Association (CSEA)	Medical and Social Services
21	California State Employees Association (CSEA)	Education Consultants and Library

***For more information about  
Work and Family Programs  
see the Work and Family web pages at  
[www.dpa.ca.gov/workingfamilies](http://www.dpa.ca.gov/workingfamilies)***