

**California Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Long Term Disability Insurance Open Enrollment and Premium Rate Reductions for Excluded Employees	<b>REFERENCE NUMBER:</b> 2015-008
<b>DATE ISSUED:</b> 3/2/2015	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Personnel Transactions Supervisors  
Personnel Transactions Staff**

**FROM:** Department of Human Resources  
Benefits Division

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Effective April 1, 2015, there will be a premium rate reduction for participants in the Long Term Disability (LTD) Insurance program for excluded employees. In addition, open enrollment will be held from April 1 through April 30, 2015. This memo provides information on the eligibility criteria, effective dates of coverage, new premium rates, and the various communication methods that will be used to provide open enrollment information to eligible employees.

**Eligibility Criteria**

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

- Managerial (M, E50, E59, E79, E99)
- Supervisory (S, E48, E58, E68, E78, E98)
- Confidential (C, E97)
- Excluded/Exempt (E88, E89, E92)
- E01 through E21, E67, E77

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

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

### Effective Date of Coverage

The employee's effective date of coverage will begin on the first day of the pay period following the first premium (payroll) deduction.

SCO receives LTD plan enrollment form by	Employee's LTD plan coverage will begin effective
April 1 – 10, 2015	May 1, 2015
April 11 – 30, 2015	June 1, 2015
Applications postmarked on April 30 will be processed by State Controller's Office (SCO) through May 10 and will provide coverage effective June 1, 2015.	

Any enrollment forms received by personnel offices after April 30 will need to be reviewed by California Department of Human Resources (CalHR) on a case-by-case basis for approval.

### Employee Communications

*Eligible employees NOT currently enrolled in the LTD Program:*

In **March 2015**, CalHR will mail a notice of the upcoming open enrollment to the homes of eligible employees. In **late March**, these employees will receive a second, more informative notification which provides details on how to enroll via the Standard Insurance Company (The Standard) website. The website may be accessed at [www.standard.com/mybenefits/california](http://www.standard.com/mybenefits/california). In **mid-April**, a final reminder postcard will be mailed to employees reminding them that the open enrollment period will end on **April 30, 2015**.

*Employees currently enrolled in the LTD Program:*

In **late March 2015**, a postcard with information announcing the open enrollment period and the lower premium will be mailed out to current enrollees. For questions or additional information about the LTD plan, employees may contact The Standard at 1-888-641-7193 or go online to [www.standard.com/mybenefits/california](http://www.standard.com/mybenefits/california).

### Premium Rate Effective April 2015

The current LTD benefits will stay the same; however, the premium will reduce for each plan option. The maximum monthly base salary is not to exceed \$15,385 for the 65 percent plan option and \$18,182 for the 55 percent plan option. These reductions are as follows:

**New Plan Rates**

**OPTION A – 65% Miscellaneous/Non-Safety/OASDI Employees (075-111)**

Under 30	30-39	40-49	50-59	60 & Over
.00030	.00086	.00203	.00408	.00452

**OPTION B – 65% Peace Officers/Firefighters/Safety/Non-OASDI Employees (075-112)**

Under 30	30-39	40-49	50-59	60 & Over
.00036	.00101	.00244	.00539	.00609

**OPTION C – 55% Miscellaneous/Non-Safety/OASDI Employees (075-119)**

Under 30	30-39	40-49	50-59	60 & Over
.00014	.00043	.00102	.00206	.00229

**OPTION D – 55% Peace Officers/Firefighters/Safety/Non-OASDI Employees (075-120)**

Under 30	30-39	40-49	50-59	60 & Over
.00020	.00058	.00137	.00296	.00332

**Current Plan Rates**

**OPTION A – 65% Miscellaneous/Non-Safety/OASDI Employees (075-111)**

Under 30	30-39	40-49	50-59	60 & Over
.00033	.00096	.00226	.00453	.00502

**OPTION B – 65% Peace Officers/Firefighters/Safety/Non-OASDI Employees (075-112)**

Under 30	30-39	40-49	50-59	60 & Over
.00040	.00112	.00271	.00599	.00677

**OPTION C – 55% Miscellaneous/Non-Safety/OASDI Employees (075-119)**

Under 30	30-39	40-49	50-59	60 & Over
.00016	.00048	.00113	.00229	.00254

**OPTION D – 55% Peace Officers/Firefighters/Safety/Non-OASDI Employees (075-120)**

Under 30	30-39	40-49	50-59	60 & Over
.00022	.00064	.00152	.00329	.00369

## **New LTD Plan Brochures and Enrollment Forms**

In the state's continuing efforts to remain environmentally and cost conscious, employees are encouraged to obtain open enrollment information by visiting The Standard's website at [www.standard.com/mybenefits/california](http://www.standard.com/mybenefits/california). You will be able to obtain and print on demand the Voluntary LTD Insurance Booklet, LTD Enrollment forms and the LTD Certificate of Insurance. The website provides other information and tools such as a needs estimator and premium calculator. If you would like to have a small supply on hand, you may email The Standard at [socltforms@standard.com](mailto:socltforms@standard.com) to order a supply of LTD forms (SI7533D-643146) and brochures (SI10386-643146). Please be sure to provide your name, complete mailing address (no P.O. Box), quantity and contact information.

## **Fill and Print Form**

A Fill and Print LTD enrollment form is available online at The Standard's website [www.standard.com/mybenefits/california](http://www.standard.com/mybenefits/california). Employees can complete the form online, print it, sign it and return to their personnel office. This fill and print form must have an original signature or the SCO will not process it. Due to the new premium rate changes, employees must use the new enrollment form or the SCO will not process it.

Personnel offices are responsible for verifying that the current form is being used and information in sections B and C are completed correctly as well as completing section D and submitting the enrollment form to SCO by the dates indicated on page 2.

If you have questions, please contact Monica Hernandez at (916) 324-0553.

/s/Darlene Schell

Darlene Schell, Chief  
Benefits Division