

Human Resources Memorandum

SUBJECT: Voluntary Long Term Disability Insurance - Open Enrollment	NUMBER: HR 17-012
	DATE ISSUED: April 14, 2017
DISTRIBUTION: Managerial, Supervisory, Confidential, Excluded and Exempt Employees	EXPIRES: N/A

In March 2017, the California Department of Human Resources (CalHR) mailed notices of the voluntary Long Term Disability Insurance (LTD) open enrollment to the homes of managerial, supervisory, confidential, excluded and exempt employees. In late March 2017, CalHR mailed a second notification that provides more information on how to enroll. In mid-April, CalHR will mail a final reminder postcard to eligible employees that the open enrollment period will end on April 30, 2017.

The voluntary LTD 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. Eligible employees may elect to enroll or change their coverage option. Employees already enrolled are not required to re-enroll during open enrollment in order to continue their current coverage. Employees can cancel coverage any time throughout the year.

Eligibility Criteria

Employees 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 to be eligible to enroll in LTD.

- 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 in limited-term appointments, who otherwise meet the eligibility criteria, may enroll in LTD 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 and rank-and-file employees are not eligible for LTD. Newly hired employees may enroll in the Plan within the first 60 days of employment.

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. Enrollment forms signed, dated, and received by the employee's assigned Personnel Specialist located either in the regional headquarters or the Human Resources Branch by **April 30, 2017**, will be processed by the State Controller's Office through May 10, 2017 with an effective date of June 1, 2017.

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SCO receives LTD plan enrollment form by:	Employee's LTD coverage will begin effective:
April 1 – 10, 2017	May 1, 2017
April 11 – 30, 2017	June 1, 2017

Premium Rates and Administrative Fee

Monthly premium rates are determined by multiplying the employee's monthly base salary by the factors indicated below and adding the administrative fee, which is 80 cents. 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. Premiums for employees who moved to the next higher premium age group (e.g., from age 39 to 40, 49 to 50, etc.) will increase annually on January 1, which will be reflected in the December pay period.

Current Premium Rates

Option A – 65% Miscellaneous/Non-Safety/OASDI* Employees (075-111)					
	Age Under 30	Ages 30 to 39	Ages 40 to 49	Ages 50 to 59	Ages 60 & Over
	0.00030	0.00086	0.00203	0.00408	0.00452
Option B – 65% Peace Officers/Firefighters/Safety/Non-OASDI* Employees (075-112)					
	Age Under 30	Ages 30 to 39	Ages 40 to 49	Ages 50 to 59	Ages 60 & Over
	0.00036	0.00101	0.00244	0.00539	0.00609
Option C – 55% Miscellaneous/Non-Safety/OASDI* Employees (075-119)					
	Age Under 30	Ages 30 to 39	Ages 40 to 49	Ages 50 to 59	Ages 60 & Over
	0.00014	0.00043	0.00102	0.00206	0.00229
Option D – 55% Peace Officers/Firefighters/Safety/Non-OASDI* Employees (075-120)					
	Age Under 30	Ages 30 to 39	Ages 40 to 49	Ages 50 to 59	Ages 60 & Over
	0.00020	0.00058	0.00137	0.00296	0.00332

*The Old Age, Survivors and Disability Insurance Program, commonly known as Social Security.

LTD Fill and Print Enrollment Form

A fill and print enrollment form is available on The Standard's website at <https://www.standard.com/mybenefits/california> or on CalHR's website at https://www.standard.com/eforms/7533d_643146.pdf

Employees are required to complete Sections A, B and C of the enrollment form, print it, sign it and submit the completed form to their department's Personnel Specialist. The enrollment form must have an original signature and date or SCO will not process it.

Questions

Should you have any questions, please contact your assigned Personnel Specialist or Diane Tulyskewski, Transactions Analyst, at (916) 653-2024.