

Human Resources Branch Memorandum

SUBJECT: Long Term Disability Insurance – Open Enrollment for Excluded State Employees Only	NUMBER: HRB 19 – 025
	DATE ISSUED: September 6, 2019
DISTRIBUTION: CDFW All	EXPIRES: Until Superseded

Action Required Informational Only Control Agency Directive

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) excluded employees of the Long Term Disability (LTD) Insurance Program Open Enrollment period from September 9, 2019 through October 4, 2019.

Authorities

- [California Department of Human Resources \(CalHR\) Manual Section 1413](#)
- [Group Long Term Disability \(LTD\) – Excluded State Employees Only](#)
- [Government Code Section 19849.11](#)

General Information

The 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.

To be eligible, excluded employees **must** be active, permanent or probationary, excluded from collective bargaining, and have a time base of half-time or greater. Employees on a limited-term appointment who otherwise meet the eligibility criteria may enroll in LTD only if they have a mandatory right of return to a position that also meets the criteria above.

Open Enrollment

During open enrollment, eligible employees may enroll or change their current coverage option on-line at [The Standard – Enroll Now](#). Employees may also complete the [LTD Enrollment Authorization Form](#) and submit it to The Standard Insurance via email at socltforms@standard.com or mail the form to the address indicated below no later than October 4, 2019, for an effective date of January 1, 2020.

National Accounts SOC Team
Standard Insurance Company
900 SW Fifth Avenue
Portland, OR 97204-9805

Employees already enrolled are not required to re-enroll during open enrollment in order to continue their current coverage.

Cancellation

Members may cancel their membership at any time.

Forms

- [LTD Enrollment Authorization Form](#)

Resources

- [Long-Term Disability Insurance Frequently Asked Questions](#)

Contacts

If you have any questions, please contact your assigned Personnel Specialist.