

Human Resources Memorandum

SUBJECT: Group Legal Insurance Open Enrollment	NUMBER: HR 13-001
	DATE ISSUED: 2/15/2013
DISTRIBUTION: All Employees	EXPIRES: N/A

The annual open enrollment for the State's Group Legal Services Insurance Plan is March 1 through April 30, 2013. During this enrollment period, eligible employees may enroll in the Plan and current enrollees can change their coverage from single to family, family to single, and add/delete eligible dependents. Employees already enrolled are not required to re-enroll each year in order to continue coverage.

ELIGIBILITY CRITERIA

Employees eligible to enroll in the Plan during this open enrollment period include:

1. Permanent or probationary employees with a time base of half-time or more, who are designated rank and file, managerial, supervisory, confidential, or excluded/exempt;
2. Permanent-intermittent employees who have worked a minimum of 480 paid hours during the last control period ending December 31 (see BAM Sections 1502 and 1503 for details); and,
3. Employees on Training and Development or limited-term assignments with an appointment of six months or more are eligible only if their permanent civil service appointment is in one of the eligible categories and they work half-time or more.

Employees off work or on some type of leave cannot enroll until they return to active status. However, if an employee is serving active duty and is not available during the specified enrollment period (see BAM Section 1508 – Military Leave), their spouse/domestic partner (with power of attorney) may enroll during the open enrollment period on their behalf.

Eligible dependents are defined as:

1. A lawful spouse or domestic partner;*
2. Any unmarried, dependent child under the age of 23 who has never been married;
 - a. Children include natural, stepchildren, adopted children, children for whom the employee is the legal guardian, and children of either domestic partner; and
 - b. Any economically dependent child 23 years of age or older, if he/she is incapable of self-support because of a physical disability or mental incapacity who has never been married and is chiefly dependent on the eligible employee for support and maintenance.

Family members not eligible include the eligible employee's parents and grandparents, children under the age of 23 who are married, or who have been married, and children over age 23, unless disabled as specified above. Employees should be reminded that they are responsible for notifying their department's personnel office and completing the necessary paperwork when a dependent child loses eligibility.

*Domestic partner coverage is available to same sex partners (those registered with the Secretary of State or same-sex marriages entered into prior to November 5, 2008) or opposite

sex partners if the state employee or the domestic partner are age 62 or older and eligible for Social Security benefits.

EFFECTIVE DATES 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.

State Controller's Office (SCO) receives Plan enrollment form by...	Employee's Plan coverage will begin effective...
March 10, 2013	April 1, 2013
March 11 – April 10, 2013	May 1, 2013
April 11 – April 30, 2013*	June 1, 2013
*Applications postmarked on April 30 will be processed by SCO through May 10 and will provide coverage effective June 1, 2013.	

Any enrollment forms received by personnel offices after April 30 will need to be reviewed by CALHR on a case-by-case basis for approval.

FILL AND PRINT FORM

A Fill and Print enrollment form is available online at ARAG's website www.ARAGLegalcenter.com (Access Code 10202soc) or at CALHR's home website for Group Legal. Employees can complete the form online, print it, sign it, and give it to their personnel office. This fill and print form must have an original signature or SCO will not process it.

Any questions should be directed to your Personnel Specialist.