

GROUP LEGAL SERVICES PLAN
Open Enrollment Period
March 1, 2010 through April 30, 2010

The annual open enrollment period for the State's Group Legal Services Insurance Plan will be conducted from March 1, 2010 through April 30, 2010. During this enrollment period, eligible employees may enroll in the Plan and current enrollees may change their coverage from single to family, family to single, and add/delete eligible dependents. Employees already enrolled in the Plan are not required to re-enroll each year to continue coverage.

The Group Legal Services Plan Administrator, ARAG® Insurance Company, is a leader in the industry, providing high quality service and access to professional legal advice for State employees. To get additional information, contact ARAG's Customer Care Center toll-free at (866) 762-0972, TTY (800) 383-4184, or 711 to reach a relay operator (Monday – Friday, 5:00 a.m. – 5:00 p.m., Pacific Standard Time). Additional information may also be obtained by visiting the ARAG Web site at <http://members.ARAGgroup.com/california> or the Department of Personnel Administration (DPA) at <http://www.dpa.ca.gov/benefits/other/legal/manual/legal.shtm>.

The Group Legal Services Plan is a voluntary, employee paid plan and premiums are paid through monthly payroll deductions. The monthly premium is \$9.84 for individual coverage and \$17.39 for family coverage (employee and one or more eligible dependents). Insured members may cancel coverage at any time.

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, and excluded/exempt;
- (2) permanent-intermittent employees who have worked a minimum of 480 paid hours during the last control period ending December 31, 2009;
- (3) employees on Training and Development assignments or limited-term assignments with an appointment of six months or more are eligible to participate in the program 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 unpaid leave cannot enroll in the program until they return to active status.

Dependent Eligibility

Eligible dependents are defined as:

- (1) a lawful spouse or domestic partner;

Domestic partner coverage is available to same sex partners under the following circumstances:

- same sex partners registered with the Secretary of State;
- same-sex marriages contracted outside California and valid by the laws of the jurisdiction in which it was contracted before November 5, 2008;
- opposite sex partners where one or both of the persons are over the age of 62 and eligible for Social Security benefits.

(2) any unmarried, dependent child under the age of 23 who has never been married,

- children include natural, stepchildren, adopted children, and children for whom the employee is the legal guardian, and children of either domestic partner; and
- any economically dependent child, 23 years of age or over 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 who are 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 the age of 23, unless disabled as specified above.

Employees are responsible for notifying their assigned Personnel Specialist and completing the necessary paperwork when a dependent child loses eligibility.

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 Receives Enrollment Form by	Group Legal Coverage Becomes Effective
March 10, 2010	April 1, 2010
March 11, 2010 – April 10, 2010	May 1, 2010
April 11, 2010 – April 30, 2010*	June 1, 2010
If a primary date falls on a Saturday or Sunday or holiday, the next business date is the receipt date. *Applications postmarked on Friday, April 30, may be accepted and processed through May and will have an effective date of June 1, 2010.	

Military Leave

ARAG will waive the monthly premium for State employees already enrolled in the plan who have been called to active duty for the War on Terrorism. To qualify for this benefit, the employee must provide ARAG with a completed copy of the Military Leave Work Sheet/documentation authenticated by the employing department. The request must be sent to:

ARAG North America
Attention Accounts Payable
RE: Military Leave
P.O. Box 93180
Des Moines, IA 50393-3180

This waiver will not apply to active duty served after the close of the War on Terrorism.

Questions regarding Group Legal Services Insurance Open Enrollment should be addressed to your assigned Personnel Specialist as listed in the [Directory of Administrative Services](#)