



State of Louisiana

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LIEUTENANT GOVERNOR

OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 03-043

April 14, 2003

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Annual Enrollment 2003 Update

The Office of Group Benefits has announced that Annual Enrollment is being extended to the close of business on Monday, May 12, 2003.

Flexible Benefits Annual Enrollment is also being extended to May 12th. Current participants in the Flexible Benefits Plan Premium Conversion do not need to re-enroll to continue having their eligible insurance premiums deducted on a pre-tax basis.

Blank Annual Enrollment Scantron forms are available from Human Resources upon request. Employees who have already submitted a change form and who want to choose another option must complete a blank Scantron form and submit it to Human Resources by the end of Annual Enrollment.

The Office of Group Benefits is still negotiating with several companies to administer the EPO. We will keep you informed of the latest developments.

Visit "Channel Z" to view a copy of a letter sent by our Secretary, Phillip Jones, to the Governor. To voice your own opinion about the insurance situation, a sample letter is also attached on "Channel Z."

If there are any questions, please call the Human Resources Office at (225) 342-0880.

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