

**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
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**Date:** April 22, 2003

**Code:** TECHNICAL LETTER  
HR/Benefits 2003-14

**To:** Human Resources Directors  
Benefits Officers

**Reference:**  
HR/Benefits 2002-24  
and Supplement#1

**From:** Cathy Robinson, Assistant Vice Chancellor  
Human Resources Administration

**Subject:** Benefits Update – Termination of CIGNA Universal Life Insurance Contract

Technical Letter HR/Benefits 2002-24 and Supplement #1 informed campuses that the California State University's (CSU) contract with CIGNA Universal Life Insurance (CIGNA) terminated on December 31, 2002, and employees with CIGNA coverage could either port coverage with CIGNA or enroll with Standard Insurance. The Chancellor's Office notified each CSU employee covered by CIGNA via certified mail that deductions would no longer be taken for payment of CIGNA insurance premiums effective with the December 2002 pay period. Many letters were returned to the Chancellor's Office marked "undeliverable" by the U. S. Post Office, which indicates the certified mailing may not have reached all employees impacted by the termination of CIGNA's contract.

In a second attempt to locate the remaining CIGNA enrollees, the undeliverable letters were sent to the campus benefits officers for delivery. Campuses were asked to obtain a dated signature from each employee certifying that the letter was delivered.

Sufficient time has been provided for this group of CIGNA enrollees to sign the document certifying receipt of the notification letter and enroll in Standard Insurance, if desired. At this time, we ask that all outstanding certifications be forwarded to this office by April 30, 2003. This does not include employees who have been on unpaid leave since October 1, 2002, when the employee list was generated. Because employees on an unpaid leave of absence as of October 1, 2002, may not have received notification of CIGNA's contract termination, they will receive an extended enrollment deadline from Standard Insurance. Campuses must notify the Chancellor's Office immediately upon the return of these employees to pay status. Please refer to Technical Letter HR/Benefits 2002-24, Supplement #1 for additional instructions.

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**Distribution:**

CSU Presidents  
Vice Chancellor, Human Resources  
Vice Presidents, Business/Administration  
Director, SOSS  
Payroll Managers

If you have any questions, please contact Felice Bakre in Human Resources Administration at (562) 951-4410 or by email at [fbakre@calstate.edu](mailto:fbakre@calstate.edu). This technical letter is also available on Human Resources Administration's Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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