

To: ESEBT Trustees

Fr: Randi Seaberg, Director Human Resources

Dt: November 4, 2014

Re: request for contribution towards Open Enrollment materials printing costs

Human Resources is respectfully requesting the Trust consider contributing to the cost of printing open enrollment materials. HR incurred in excess of \$3,500.00 in printing costs alone. This does not include associated mailing costs. \$3,500 was a significantly higher than usual unanticipated cost applied to the HR operating budget. The open enrollment printing cost for 2013 was \$2,613 and was \$1,033 in the year 2012.

The reasons for the increased cost this year were numerous as listed below.

The 28 page legal, double sided document was provided to each active employee as well as mailed to each employee on a leave of absence. Individuals eligible for COBRA received a packet mailed to their homes. Additional copies were made available for employees at the benefit help sessions. Copies were provided as well to each vendor so they were informed of the documents employees received.

New employees have been receiving the printed benefit packet as they are hired.

While much information is provided electronically to staff in the form of emails and links to websites, the printed open enrollment packet is a means to communicate with each employee in a manner which allows them to compare plans side by side, discuss plan options with family members. Printing the document in a large batch saves individual building and work site printers from excessive use of toner and building paper supply usage.

This year there were a number of significant plan changes including:

- Change of medical plans from Premiera to United HealthCare
- Change of STD provider
- Change of LTD provider
- Change of Vision provider
- Change in Group Health rates
- Change in long term care rates

The plan for future years is to increase the quantity of electronic open enrollment communications in an effort to conserve financial resources. The Trustees consideration of a contribution to offset the excessive cost incurred by HR to print and distribute the open enrollment materials this year is appreciated.