
Interoffice Memorandum

DATE: November 19, 2015

TO: All Employees

FROM: Cindy Bryan

RE: **2016 OPEN INSURANCE ENROLLMENT and SAVINGS PLAN**

Open Enrollment is your opportunity to opt in or out of the employer sponsored medical, dental, vision, short term disability and cancer plans. Open enrollment is the only time coverage can be changed without having a life changing event.(example: marriage, divorce, loss of other coverage)

For 2016 Crane is staying with the same providers that we had for 2015. Blue Cross/Blue Shield for Medical and Vision. Delta Dental for dental coverage and AFLAC for Short-term disability/cancer. The 2016 premium rates for Dental and Vision remain the same as 2015 rates.

To keep the exact same coverage for BCBS-Medical as we had in 2015, the rates would increase over 11%. Instead of increasing our rates that much, we opted to change the benefits a little. Some are even better. The office visit co-pay was \$30. In 2016 the co-pay will increase to \$35. However, the specialist co-pay will decrease from \$50 to \$35. The prescription was \$8/\$40/\$60. For 2016, it will be \$10/\$75/\$150. The \$250 ER co-pay has been added back to our plan for 2016.

Good news: Crane will absorb the increase for our employees on the Employee Only-Option 1 and Option 3 plans. The increase for the Employee Only-Option 2 is \$1.02 per week.

The Open Enrollment effective dates and the insurance providers are as follows:

<u>Effective Date</u>	<u>Insurance Company</u>	<u>Type of Coverage</u>
January 1, 2016	Blue Cross Blue Shield	Medical
January 1, 2016	Blue Cross Blue Shield	Vision
January 1, 2016	Delta Dental Plan of Tennessee	Dental
January 1, 2016	AFLAC	Short Term Disability
January 1, 2016	AFLAC	Cancer

Payroll deductions start one month in advance of coverage. Therefore, deductions start in December for a January 2016 effective date. Premiums are still taken out as a Pretax payroll deduction.

BCBS has an internet site where you can see your personal insurance information. It is called Blue Access. Go to bcbst.com and click on Blue Access. They also have a mobile app you can download. Crane-interiors.com has various employment information including benefits. Click on the "Employment" link. Zander Insurance is also available to answer questions concerning your insurance coverage.

I must have a signed enrollment form on every employee. These forms must be turned in to HR **no later than 3:00 p.m. on Monday November 23, 2015**

SAVINGS PLAN:

A Savings Plan is offered by payroll deduction. The Savings Plan starts at the beginning of every quarter. (January, April, July, October). The deductions are deposited at First Bank-Woodbury on a monthly basis - around the 10th of the month. Withdrawals can be made from the account at the convenience of the employee.

Open Enrollment for Life Insurance Coverage with MetLife is not until February with effective date 04/01/16. If you have any questions, please contact the Human Resources Department.