

Response to Questions on the FY 2006 Advertised Budget Plan

Request By: Chairman Connolly

Question: The Department of Cable Communications and Consumer Protection incurs costs for postage in the mailing of pay advice slips to employees. Are there alternative means of distribution, either through interoffice mail or electronically? Are there other employee documents that are presently mailed that could be distributed without incurring postage costs? What are the potential savings?

Response: The Department of Cable Communications and Consumer Protection is responsible for the mailing of pay advice statements to employees; however, these charges are internally billed to the Department of Human Resources (DHR). Employees who were hired prior to January 1, 2005 have the option of receiving their pay advice statements electronically. As of January 1, 2005, all newly hired employees are required to receive their pay advice statements electronically unless their status is L, T, or they are unable due to limited computer access or job restrictions. Currently, 2,600 employees have elected to receive their pay advice statements electronically, resulting in annual cost savings of \$25,012. The Department of Human Resources expects to have 5,000 employees enrolled by January 1, 2006, resulting in annual cost savings of \$48,100. Also, further cost savings will be realized as employees separate from the County and are replaced by new employees who will be required to participate in this program.

The Department of Human Resources determined that distributing pay advice statements via interoffice mail is not cost effective due to the staff resources that would be required. Aside from pay advice statements, the W-2 is the only form regularly distributed by DHR. Due to Internal Revenue Service regulations, it is not possible to distribute these statements in any way other than via the mail.