

# Employee Benefits & Compliance Training for HR Professionals

## SESSION 1

### Introduction to Employee Benefits & Compliance

- Federal Laws Impacting Employer-Sponsored Health & Welfare Plans
- Consideration of State Laws

### Why Compliance is Important

- Federal Regulatory Agencies
- Audits and Enforcement
- Avoiding Penalties and Managing Compliance Risk

### ERISA Fiduciary Overview & Plan Documents

- Employer Fiduciary Responsibilities
- Maintaining Compliant Plan Documentation
- Best Practices for Distribution of Documents and Notices to Employees

## SESSION 2

### Benefit Plan Eligibility & Election Changes

- Open Enrollment
- New Hires
- Special Enrollment Rights
- Cafeteria Plan Election Changes
- Nondiscrimination Rules
- Other Compliance Considerations (ACA, Tax Code, HIPAA, etc.)

## SESSION 3

### COBRA Overview

- Qualifying Events & Second Qualifying Events
- COBRA Time Frames & Coverage Periods

### Applying COBRA Rules in Special Situations

- Medicare & COBRA
- Leave of Absence Scenarios
- COBRA & Severance Agreements

## Cost Per Employer(s)\*

**Select Sessions (each): \$375**

**All 7 Sessions (total): \$1,950**

- ✓ Live, virtual format
- ✓ Led by credentialed employee benefits compliance professionals
- ✓ Each session includes:
  - 45-minute presentation
  - 15-minute Q&A
- ✓ Max of six (6) persons per employer group or six (6) persons amongst 3 employers\*

## SESSION 4

### Leaves of Absence, FMLA, and ADA

- Overview of FMLA
- Navigating FMLA and ADA
- Best Practices for Managing Benefits
- During a Leave of Absence

## SESSION 5

### The Affordable Care Act

- Overview of Market Reforms
- FTEs, Eligibility & Tracking
- Rehire Rules
- Affordability
- Employer Reporting
- Penalties & Enforcement

## SESSION 6

### The Consolidated Appropriations Act

- No Surprise Billing
- Compensation Disclosures
- Annual RxDC Reporting
- Annual Gag Clause Attestations
- Mental Health Parity Requirements

## SESSION 7

- Overview of HIPAA & Privacy Regulations
- Best Practices for Compliant Employee Benefit Programs