
Employee Benefits Answer Book

Eighteenth Edition

by *Dorinda D. DeScherer*

Employee Benefits Answer Book provides comprehensive guidance for employers and professionals involved in the design and administration of employee benefit plans. It starts with an overview of the regulatory framework governing employee benefits, and then devotes 20 individual chapters to detailed discussion of the myriad issues concerning different types of benefit arrangements. The question-and-answer format is ideal for probing key topics such as COBRA continuation coverage, retiree health care coverage, mandated health benefit requirements, group long-term care insurance, dependent care assistance, adoption assistance, vacation and severance pay plans, death benefits, financing employee benefits, and financial accounting for employee benefits.

Annual updates offer readers up-to-date information on federal laws impacting employee benefits, including the Family and Medical Leave Act (FMLA), Age Discrimination in Employment Act (ADEA), Americans with Disabilities Act (ADA), Mental Health Parity and Addiction Equity Act (MHPAEA), Genetic Information Nondiscrimination Act (GINA), and the Affordable Care Act of 2010—to name just a few. Summaries of case law developments, practice pointers, and examples are included throughout the volume.

Highlights of the Eighteenth Edition

The Eighteenth Edition of *Employee Benefits Answer Book* brings employers and benefits professionals information on the latest legal and regulatory developments affecting employee benefit plans.

Over the past decade, new rules, regulations, and court decisions implementing and interpreting the Affordable Care Act (ACA) have dominated the employee benefits landscape. And, while the spate of ACA guidance has abated somewhat in recent months, controversy over the ACA remains front and center.

ACA Alert. As we go to press, the fate of the Affordable Care Act is uncertain. In a 2012 decision, the U.S. Supreme Court held that the individual responsibility provision (individual mandate) requiring individuals to maintain health coverage constituted a constitutional exercise of Congress's power to levy and collect taxes. [National Fed'n of Indep. Bus. v. Sebelius, 132 S. Ct. 2566 (2012)] However, the 2017 Tax Cuts and Jobs Act effectively eliminated the individual mandate by reducing the penalty for failure to maintain health coverage to zero beginning in 2019. [I.R.C. § 5000(c) as amended by the 2017 Tax Cuts and Jobs Act, Pub. L. No. 115-97] Based on that law change, a U.S. district court concluded that the individual mandate "unmoored from a tax" no longer represents an exercise of Congress' taxing power and is, therefore, unconstitutional. Moreover, the court held that the individual



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mandate is “essential to” and “inseverable from” the other provisions of the ACA, rendering those provisions unconstitutional as well. [Texas v. United States, No. 18-167 (N.D. Tex. Dec. 14, 2018)]

On appeal, a three-judge panel of the Fifth Circuit Court of Appeals agreed that the law’s individual mandate violates the U.S. Constitution because “it can no longer be read as a tax, and there is no other constitutional provision that justifies this exercise of congressional power.” However, unlike the lower court, the Fifth Circuit did not automatically strike down the remainder of the law. Instead, the appeals court sent the case back to district court to “explain with precision” how the remaining provisions of the ACA “rise or fall on the constitutionality of the individual mandate.” “It may still be,” said the court, “that none of the ACA is severable from the individual mandate, even after this inquiry is concluded. It may be that all of the ACA is severable from the individual mandate. It may also be that some of the ACA is severable from the individual mandate, and some is not. But it is no small thing for unelected, life-tenured judges to declare duly enacted legislation passed by the elected representatives of the American people unconstitutional. The rule of law demands a careful, precise explanation of whether the provisions of the ACA are affected by the unconstitutionality of the individual mandate as it exists today.” Moreover, the Fifth Circuit directed the district court to determine whether the final decision should apply across-the-board nationwide—or only to the 18 Republican-led states that started the lawsuit. [State of Texas, et al. v. U.S., No. 19-10011 (5th Cir. 12/18/2019)] Subsequently, the Supreme Court agreed to review the Fifth Circuit decision. In granting the petition for review, the Supreme Court agreed to decide (1) whether reducing the penalty tax to zero rendered the individual mandate unconstitutional and (2) if so, whether the individual mandate is severable from the rest of the ACA. [California v. Texas, No. 19-840, and Texas v. California, No. 19-1019, cert. granted, March 2, 2020].

Nonetheless, the ACA remains in effect. Significantly, the district court *did not* issue an injunction barring enforcement of the ACA pending appeal of its decision. Consequently, federal agencies have indicated that the law will continue to be enforced. Following court’s decision, the Department of Health and Human Services stated: “The recent U.S. District Court decision regarding the Affordable Care Act is not an injunction that halts the enforcement of the law and not a final judgment. Therefore, HHS will continue administering and enforcing all aspects of the ACA as it had before the court issued its decision.” [Statement from the Department of Health and Human Services on Texas v. Azar, Dec. 17, 2018]

In this edition, you will find up-to-date coverage of:

- The latest developments for Association Health Plans (chapter 2)
- New rules for new types of Health Reimbursement Arrangements (chapters 3, 4)
- Repeal of the “Cadillac tax” on high-cost group health plans (chapter 3)
- The latest developments regarding contraceptive coverage (chapters 4, 19)
- New rules for HIPAA penalties (chapter 4)

- Updated rules for valuing company cars (chapter 13)
- Tough new rules for employee parking costs (chapter 13)

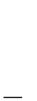
In addition, throughout the Eighteenth Edition, you will find updated tax figures for 2020 as well as an updated table of cases and topical index.

SPECIAL COVID-19 ALERT! In the Special Alert on the following pages you will find an overview of the COVID-19 pandemic provisions that affect employee benefits.

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Special Alert: COVID-19 Pandemic Provisions Affecting Employee Benefits

In the wake of the COVID-19 outbreak, the U.S. Congress enacted two major pieces of legislation to address the impact of the virus: The Families First Coronavirus Response Act (P.L. 116-127), which was signed into law on March 18, 2020, and the Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. 116-136), which was signed into law on March 27, 2020. The following is an overview of the major provisions affecting employee benefits.

Paid Leave for Employees

The Family and Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks of *unpaid* job-protected leave in a designated 12-month leave year to eligible employees for specified qualifying events, including an employee's own serious health condition or the need to care for a covered family member with a serious health condition. (See chapter 16 for a complete discussion of the Family and Medical Leave Act requirements.)

By contrast, the Families First Act (as amended by the CARES Act) requires employers to provide *paid* sick leave and *paid* family and medical leave for specified reasons related to COVID-19. [Families First Act §§ 3101-3106; 5101-5111]

Effective dates. The paid leave requirements apply to leave taken between April 1, 2020, and December 31, 2020. The leave requirements are not retroactive. So, for example, leave provided to an employee for a qualifying reason prior to the April 1 effective date is not required to be paid. Conversely, paid leave provided for a qualifying reason prior to April 1 does not count against the maximum leave required under the law. [IRS Notice 2020-21, 2020-16 I.R.B.; DOL Families First Coronavirus Response Act: Questions and Answers; DOL Temp Reg. §§ 826.10 et seq.]

Leave requirements. The Act requires covered employers to provide:

- All employees with up to 80 hours (or a proportionate amount for part-timers) of emergency paid sick leave at 100% of their regular rate of pay to obtain a medical diagnosis, to care for the virus, or to quarantine or self-quarantine on account of the virus;
- All employees with up to 80 hours (or a proportionate amount for part-timers) of emergency paid sick leave at 2/3 of their regular rate of pay to care for an individual with the virus or an individual who is under quarantine or self-quarantine, to care for a child whose school or daycare is closed or whose childcare provider is unavailable, or for other reasons specified by the Secretary of Health and Human Services; and
- All employees who have been on the payroll for at least 30 days with up to an additional 10 weeks of leave under the FMLA at 2/3 of their regular rate of pay to care for a child whose school or daycare is closed or whose childcare provider is unavailable on account of the virus.

Covered employers. The COVID-19 paid leave requirements apply only to employers with *fewer than 500 employees*. DOL guidance provides that an employer is covered by the law if, at the time that an employee's leave is to be taken, the employer employs fewer than 500 full-time or part-time employees within the United States (including employees in any state, the District of Columbia, or a U.S. territory or possession). When counting employees, employers should include employees on leave, temporary employees jointly employed with another employer (regardless of which employer maintains the payroll for the employees), and day laborers supplied by a temporary agency. Workers who qualify as independent contractors under the Fair Labor Standards Act are not counted as employees.

Small business exemption: By contrast with the FMLA, which generally applies only to employers with 50 or more employees (see Q 16:3 et seq.), the COVID-19 leave requirements apply to all employers with fewer than 500 employees. However, the law provides that small businesses with fewer than 50 employees may qualify for exemption from the requirements to provide paid sick leave or paid FMLA leave for school closings or childcare unavailability if meeting the leave requirements would jeopardize the viability of the business as a going concern. A small business may claim this exemption if:

- The provision of paid leave would result in the small business's expenses and financial obligations exceeding available business revenues and cause the small business to cease operating at a minimal capacity;
- The absence of the employee or employees requesting paid sick leave or expanded family and medical leave would entail a substantial risk to the financial health or operational capabilities of the small business because of their specialized skills, knowledge of the business, or responsibilities; or
- There are not sufficient workers who are able, willing, and qualified, and who will be available at the time and place needed, to perform the labor or services provided by the employee or employees requesting paid sick leave

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or expanded family and medical leave, and that the labor or services are needed for the small business to operate at a minimal capacity.

An employer claiming the exemption can deny leave only to those employees whose absence would cause one of the above circumstances.

Eligible employees. As noted above, *all employees* of a covered employer are eligible for paid sick leave. By contrast, paid FMLA leave on account of school closing or unavailability of childcare is limited to employees who have been employed for at least 30 calendar days. For this purpose, an employee is considered to have been employed for 30 days if the employee has been on the employer's payroll for the 30 calendar days immediately prior to the day that the employee's leave would begin. For example, for a leave beginning April 1, 2020, the employee must have been on the payroll as of March 2, 2020.

The CARES Act clarifies that an employee who was laid off on or after March 1, 2020, and subsequently rehired qualifies for paid FMLA leave if the employee worked for the employer for at least 30 of the 60 days prior to the layoff. [CARES Act § 3605]

Health care workers and first responders may be excluded from leave eligibility.

Qualifying leave. Paid sick leave is capped at 80 hours, even if an employee experiences more than one reason for the leave. For example, an employee who needs leave because of self-quarantine and subsequently needs leave because he or she has contracted the virus is limited to a total of 80 hours of paid leave. On the other hand, an employee who requires leave because of a child's school closing or childcare unavailability may be eligible for up to two weeks (80 hours) of paid sick leave plus an additional 10 weeks of paid FMLA leave. [DOL Families First Coronavirus Response Act: Questions and Answers, Q&As 9-10]

DOL guidance makes it clear that paid sick or paid FMLA leave is available only if the employer's business is up and running and the employee is scheduled to work. If an employer has closed up shop—whether because of lack of business or a government directive—the paid leave requirements do not apply. The same holds true if an employer is open for business, but the employee has been furloughed. Under those circumstances, employees will generally qualify for unemployment insurance benefits.

If an employee's hours are reduced, paid leave is not available for the hours that the employee is no longer scheduled to work but will apply if the employee is unable to work the remaining scheduled hours for a qualifying reason.

Calculating paid leave. A full-time employee is required to be paid for a maximum of 80 hours of sick leave over a two-week period. So, for example, if an employee is normally scheduled to work a 40-hour week, the employee must be paid for two full weeks. However, if an employee is normally scheduled to work 50 hours a week, the total number of paid sick leave hours is still capped at 80—the employee can take 50 hours of paid leave in one week and 30 hours the next week. By contrast, when it comes to paid FMLA leave, an employer is

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required to pay for all hours that the employee would normally have been scheduled to work, even if that is more than 40 hours in a week.

For part-timers, required paid leave is based on the average number of hours that the employee is normally scheduled to work. A part-time employee can take paid sick leave for the average number of scheduled hours a day for up to a two-week period and can take expanded FMLA leave for that number of hours per day for up to 10 weeks. If normal hours are unknown or an employee's schedule varies, leave hours can be based on a six-month average. If the employee has not worked for six months, leave hours can be based on the number of work hours agreed upon when the employee was hired or the average number hours that the employee has worked over the term of employment.

Bear in mind, however, that overtime hours may factor into the number of paid leave hours. However, payments for qualifying leave are not required to include an overtime premium.

Employees on qualifying leave must be paid based on the greater of their regular rate of pay or the applicable federal or state minimum wage. However, payments can be capped at \$511 per day for paid sick leave on account of the employee's own treatment or quarantine and \$200 per day for other paid leave. For this purpose, the regular rate used to calculate paid leave is the average of an employee's regular rate over a period of up to six months prior to the date of leave. If the employee has not worked for six months, the rate used is the average of the regular rate for each week that the employee has worked for the employer. Alternatively, an employer can calculate the regular rate by totaling the employee's compensation over the applicable period and dividing by the number of hours worked in the period.

Notice and documentation. When feasible, employees should give notice to their employers of the need for virus-related leave. Moreover, the law requires *all covered employers* to post a notice of the Families First Act requirements. The employer is required to post the notice in a conspicuous location in the workplace. However, for employees who are teleworking, the employer can satisfy the requirement by emailing or direct mailing the notice to employees or posting the notice on an employee information website. A model notice (WH 1422, Rev. 3/20) can be obtained by calling 1-866-4-USWAGE or downloaded from the DOL's Wage and Hour Division website at www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf.

DOL guidance makes it clear that employers can require documentation from employees to substantiate the need for paid leave, including medical certifications. Moreover, special documentation may be required for some types of leave, such as a notice of a school closing or an official quarantine order or recommendation from a health care provider. In addition, IRS guidance indicates that employers will need such documentation to support claims for payroll tax credits for paid sick and FMLA leave (see below).

Payroll tax credits. To offset the cost paid sick and paid FMLA leave, eligible employers can claim payroll tax credits for the costs of providing leave. [Families First Act §§ 7001, 7003] The credits are generally equal to 100% of

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qualified wages paid under the new law. However, the amount of wages taken into account for any employee in calculating the credit is limited to \$511 per day (\$5,110 total) for 10 days of paid sick leave on account of the employee's own treatment, quarantine, or self-quarantine for the virus. In the case of other paid sick leave, the amount of wages taken into account is limited to \$200 per day (\$2,000 total) for 10 days. In the case of paid FMLA leave on account of a school or daycare closing or unavailability of a childcare provider, the amount of wages taken into account is limited to \$200 per day (\$10,000 total) for up to 10 weeks. Amounts eligible for the credits include Medicare taxes and "qualified health plan expenses" that are allocable to the wages for which the payroll tax credit is allowed. Qualified health plan expenses are the amounts paid or incurred by the employer to provide group health plan coverage that are excluded from employee's gross income.

The amount of emergency paid sick or FMLA leave paid to an employee is subject to the employee share of both FICA and Medicare taxes. Moreover, qualified wages are taxable to employees and subject to income tax withholding. Qualified leave wages are also considered wages for purposes of employer-provided benefits, such as contributions to 401(k) plans, and employee salary reductions.

Employee retention credit. The CARES Act create an employee retention credit for employers that have been forced to shut down operations or that have experienced a significant decline in gross receipts on account of COVID-19. [CARES Act § 2301] Employers are eligible for the credit if the operation of the employer's trade or business is fully or partially suspended during a calendar quarter of 2020 due to orders from a governing authority limiting commerce, travel, or group meetings on account of COVID-19. Employers are also generally eligible if gross receipts for a calendar quarter in 2020 are less than 50% of the gross receipts for the same calendar quarter in 2019.

The amount of the credit is equal to 50% of qualified wages, including health plan expenses, paid by the employer for the quarter. The amount of wages taken into account is limited to \$10,000 per employees. Therefore, the maximum credit for the year is \$5,000 per employee. In the case of employers with more than 100 full-time employees, only wages paid to employees when they were not performing services qualify for the credit. However, in the case of employers with 100 or fewer full-time employees, the credit can be claimed with respect to all wages paid to employees.

Credit claims. The credits can be claimed against the employer share of Social Security tax for a calendar quarter in which the employer is eligible. If the amount of the credits exceeds the employer's share of Social Security tax for the quarter, the excess credit is refundable. Employers can reduce or forgo regular payroll tax deposits in anticipation of the credits. If there are not sufficient payroll taxes due to cover the credits, employers can file a request for an accelerated payment from the IRS. The credits are reported and reconciled on the employer's employment tax return (e.g., Form 941, *Employer's QUARTERLY Federal Tax Return*).

Group Health Plan Coverage Requirements

The Families First Act and the CARES Act require group health plans to cover the costs of diagnostic testing for COVID-19 and related services. Plans and insurers must provide this coverage without imposing any cost-sharing requirements (including deductibles, copayments, and coinsurance) or prior authorization or other medical management requirements. [Families First Act § 6001; CARES Act § 3201] (See chapters 3 and 4 for a complete discussion of group health plan requirements.)

Effective date. The coverage requirements are generally effective for items or service furnished on or after March 18, 2020. The coverage requirements will continue to apply throughout the public health emergency related to COVID-19.

Covered plans. The COVID-19 coverage requirements apply to group health plans and health insurance issuers offering group or individual health insurance coverage. The requirements apply to grandfathered health plans under the Affordable Care Act. (See Q. 3:4 et seq.)

Covered items and services. Plans must provide coverage for in vitro diagnostic COVID-19 tests and the costs of administration. Coverage must also be provided for items and services furnished during a healthcare provider visits (including both in-person and telehealth visits), urgent care visits, and emergency room visits that result in an order for administration of a COVID-19 diagnostic test.

Required COVID-19 coverage must be provided regardless of whether the provider participates in the plan's network.

Plan documents. As a general rule, a mid-year change in plan coverage as spelled out in the plan's Summary Plan Description (SPD) must be communicated to plan participants at least 60 days before the change takes place (see Q 3:78). However, guidance from the Departments of Labor, Treasury, and Health and Human Services indicates that no enforcement action will be taken against a plan or insurer that makes a modification to provide greater coverage for diagnosis or treatment of COVID-19 without the required 60 days' notice. The plan or insurer must, however, provide notice of the change as soon as reasonably practicable.

Health Reimbursement Arrangements

The COVID-19 pandemic has also resulted in some key changes affecting health savings accounts (HSAs) and other health reimbursement arrangements.

Health savings accounts. In order to make contributions to a tax-qualified HSA, an employee must be covered by a high deductible health plan (HDHP) that does not provide benefits until the plan deductible has been met. (See Q 3:185 et seq.)

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Effective for plan years beginning before December 31, 2021, the CARES Act carves out an exception for telehealth and other remote care services. Under a safe harbor rule, a plan will not be disqualified as an HDHP because it fails to have as deductible for such services. [I.R.C. § 223(c)(2)(E) as amended by CARES Act § 3701]

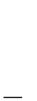
In addition, the IRS has announced that high-deductible health plans (HDHPs) will not jeopardize their status because they cover the cost of testing or treatment for COVID-19 before plan deductibles have been met. Therefore, employees with HDHPs that fully cover COVID-19 costs can continue to contribute to associated health savings accounts (HSAs). [Notice 2020-15; IR-2020-54, 3/11/2020]

Eligible medical expenses. HSAs and other health reimbursement arrangements can provide tax-free reimbursements only for those expenses that qualify as medical care. A provision added by the Affordable Care Act, effective for expenses incurred after December 31, 2010, effectively removed over-the-counter (OTC) medicine and drugs from the category of reimbursable medical care, unless the medicine or drug was prescribed by a physician. (See Q 3:15 et seq.)

In a more long-lasting provision, the CARES Act *permanently* eliminates the rule prohibiting health reimbursement accounts from reimbursing expenses for OTC medicine and drugs without a medical prescription. Effective for expenses incurred after 2019, tax-free funds from HSAs, Archer Medical Savings Account (MSAs), health flexible spending accounts (FSAs), and Health Reimbursement Arrangements (HRAs) can be used to cover OTC medicine and drug costs without a prescription. The law change also adds menstrual care products to the medical care expenses that can be covered by such accounts. [I.R.C. §§ 223(d), 220(d), 106 as amended by CARES Act § 3702]

Student Loan Payments

In another temporary provision, the CARES Act provides an interest-free extension for all federal student loan payments through September 30, 2020. [CARES Act § 3513] However, the law also creates a temporary tax break for employer-provided student loan payments. Effective for payments made before January 1, 2021, an employer's payments on a qualified education loan, whether paid to the employee or directly to the lender, will qualify as educational assistance that can be excluded from an employee's income. [I.R.C. § 127(c) as amended by CARES Act § 2206] The exclusion for employer-provided educational assistance is limited to \$5,250 per employee. (See Q: 14:1 et. seq.)



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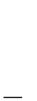
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About the Author

Dorinda D. DeScherer, J.D. is an honors graduate of Barnard College of Columbia University and the University of Maryland School of Law. She was a former associate managing editor for Prentice Hall Information Services, where she had primary responsibility for special projects, including explanatory materials on new tax laws. Ms. DeScherer has extensive experience in writing and editing a wide range of tax and business publications for certified public accountants, tax lawyers, corporate officers, human resource professionals, tax return preparers, and small business owners. In addition to *Employee Benefits Answer Book*, Ms. DeScherer's publications include *Wage Hour Compliance Handbook* and *Business Tax Answer Book*, published by Wolters Kluwer in New York. She has also contributed to a variety of tax and professional newsletters and authored continuing professional education courses.



Preface

Employee Benefits Answer Book is designed for professionals who need quick and authoritative answers to their clients' questions on whether to institute or continue medical plans, group term life insurance, cafeteria plans, or other employee welfare benefit plans; how to choose and implement the plans most suited to their needs; and how to comply with complex federal reporting and disclosure requirements.

Because employee benefits are one of the most rapidly changing areas of the law, professionals involved in the design and administration of employee benefits must stay on top of the new rules and regulations issued by various federal agencies and significant cases affecting employee benefit plans.

Each chapter starts with an overview of the basic concepts and then delves into the details. The question-and-answer format enables readers to zero in on the key information they are seeking, and cross-references point them to other pertinent considerations within the text.

Numbering System. Questions are numbered consecutively within each chapter (e.g., 2:1, 2:2, 2:3, etc.).

List of Questions. The List of Questions in the front matter serves as a detailed table of contents. Within each chapter, the section headings group and organize questions by topic.

Examples. Examples are provided throughout the chapters to illustrate important concepts.

Notes and Practice Pointers. Interspersed throughout the text are practical considerations and “tips” that are intended to help the employer and practitioner design, implement, and administer effective employee benefit plans.

Citations. Citations to cases and references to statutes and authorities are included for readers who wish to research specific topics.

Glossary. A glossary of terms and acronyms commonly used in the welfare benefits area is provided.

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Tables of Statutes, Authorities, and Cases. Tables of statutes, authorities, and cases are finders' aids appreciated by readers who wish to research specific topics. Entries in these tables are referenced to question numbers.

Index. A topical index is provided as a further aid to locating specific information. References in the index are to question numbers.

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