

OURERC A LOCAL BUSINESS NEWSLETTER

Powered by Employer's Resources of Colorado

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SAFETY ALERT

Safety is a priority for ERC and our partners. With the current weather, please remember to review all slip and fall safety protocols and guidelines.



If you have questions or would like additional information, please contact the ERC Safety Team to ensure you are in compliance.

Bill Castrey is the ERC Safety Director.

Have Questions? We are here to help!

Want to see specific topics covered in the monthly newsletters?

Let us know.

AVOID EMPLOYEE BURNOUT

Staying informed about your employees is crucial for successful business. Even though some employees are still working from home, we are seeing more “employee burnout” than ever. Employee burn out is different than depression or SAD. ERC wanted to help its partners properly address employee burn out.

What is burnout?

Burnout is a state of emotional, mental, and physical exhaustion typically caused by excessive and prolonged stress. Job burnout, in particular, can involve a reduced sense of accomplishment and loss of personal identity or task ownership. Burnout may also present itself with physical symptoms, such as headaches or stomachaches as a result of stress.

Burnout is not an official medical diagnosis and can sometimes be linked to or exacerbated by other mental health conditions, such as depression. [↓](#)

[Information from Business.com](#)

Burnout has three main dimensions: exhaustion, cynicism (or less identification with your job functions) and feelings of reduced professional ability. Put more simply, if you feel drained, are starting to hate your job, and feel like you can't do your job well, you are showing signs of workplace burnout. These are some other common signs of burnout:

- **Alienation from work-related activities.** Burnout makes you view your job as a recurring, serious point of stress and frustration in your life, and it can cause you to develop cynicism around your work and the people you work with. This may cause you to emotionally distance yourself and feel numb regarding your work.
- **Physical symptoms.** Burnout is a result of chronic stress, which often manifests itself in physical symptoms such as headaches, stomachaches and intestinal issues. You might experience changes in your sleep habits or appetite. Severe, prolonged stress has been shown to [lower your immune system](#), leaving you vulnerable to physical illnesses like the cold and the flu.
- **Emotional exhaustion.** Burnout will push your emotional capabilities past their limit, making you feel drained, unable to cope and tired. You might also feel detached or isolated from other people close to you, like family members and co-workers.
- **Weaker performance.** Because burnout causes you to feel physically and mentally incapable of work, it almost invariably decreases the quality of your work, which can compound the existing symptoms. You may lack focus and creativity, and feel negative about all your tasks.
- **Behavioral changes.** You may find yourself withdrawing from your responsibilities, isolating yourself from others, taking your frustrations out on loved ones, or skipping work. Some individuals experiencing burnout may also use alcohol, drugs or food to cope with what they are feeling.

Be aware of the changes in your employees and reach out for help. Our benefits department has health benefits and resources for assistance. Our HR team is always willing to assist with more information as well.

COME LEARN TO LEAD WITH US

Here at Employer Resources of Colorado (ERC) we know success depends on the strength of leadership within your organization. That's why we're always looking for ways to invest in your skills and help your organization continue to lead to success.

Beginning April, ERC we will be offering a 6 week Manager's Basic Training program for those within your organization. If you have new managers, supervisors or seasoned leaders who want to revisit these basic management skills, this program is for you! ERC believes in helping our clients move their business to the next level. The training is interactive, informative and serves as a revisit of basic management skills that will allow you to better meet daily challenges in the workplace and build a growing, healthy environment.

These skills are the foundation from which to develop even more advanced practices in management and leadership, and will focus on the following key areas of development over a 6 week period:

- ⇒ Problem Solving and Decision Making
- ⇒ Planning
- ⇒ Delegation
- ⇒ Internal Communications
- ⇒ Meeting Management
- ⇒ Managing Yourself



All participants will be expected to attend a weekly live group training session with Marc Lassiter, HR Manager with ERC. Each session is approximately 1 hour in length. The course takes you through each module weekly, with expectations of the participant to complete weekly assignments and have debriefing meetings with their direct manager. It will be expected that during these debriefing meetings, the participant will discuss his/her progress, completed assignments, what you gained from the module, and how you plan to implement these skills into your everyday management style.

Upon completion of this course, all participants will complete a 360 Refined Leadership Self-Assessment and Leadership 2.0 book. The assessment will show each participant where their leadership skills stand today and what you can do to begin maximizing what you learned from the Managers Basic Training. If you are interested in having one of your leaders join this 6 week program, please e-mail Marc Lassiter, HR Manager, ERC at mlassiter@erccolorado.com

1095-C FORM

Every full-time employee of a large employer who was eligible for health coverage this year should receive a form 1095-C within the next week. Forms were mailed out on March 2 via the US Postal Service. Even if you declined to sign up for your health plan at work, you will still receive a form 1095-C. Information on this form will also be reported to the IRS.

Keep this form with your tax records. You may need this form if you were offered health coverage by your employer and you did not sign up for it. If you signed up for Colorado Connect for Health or another state's Marketplace coverage instead and received a premium tax credit, information on Form 1095-C will help you determine whether you were eligible for the tax credit that may have been applied to your premium.

Along with the 1095-C that large employers deliver to employees, the 1095-B which is delivered by the health insurance carrier for fully insured plans, is submitted with your tax reporting. Carriers delivered the 1095-B forms in January. Contact your carrier if you did not receive this form.



Consolidated Appropriations Act (CAA)

On December 27, 2020, the Consolidated Appropriations Act, 2021 ("CAA" or the "Act") was signed into law. The 2,100+page [CAA](#) is made up of 32 Divisions. Division EE is primarily the business and taxpayer related provision, while Division N includes the COVID-related Tax Relief Act of 2020 and the Economic Aid Act. ERC has put together some top bullet points for their partners. You can find the full act [here](#).

- Paycheck Protection Program: Second Draw - A business is eligible for a second draw if it (i) already received a PPP loan and used (or will use) the full amount of that loan by the time the second draw is disbursed, (ii) has no more than 300 employees and (iii) has had a reduction in gross receipts of at least 25% between comparable quarters in 2019 and 2020.
- Taxation of PPP Loan Forgiveness: The CAA firmly overrides the IRS's position by providing that in addition to the forgiveness itself being excluded from income, no deduction is denied nor shall any basis or tax attribution adjustment be required with respect to the underlying expense. Keep in mind that state laws vary, and businesses may be subject to different results. Please Consult with your tax accountant.
- No Tax on other forms of COVID related Federal Assistance: Forgiveness of various other forms of federal financial support from the CARES Act, is not included.
- Employee Retention Credit: Extension and modifications to the employee retention credit were made.
- Deferral of Collection and Withholding of Employee FICA Tax: If employees deferred the withholding of FICA payroll taxes, the employer now has all of 2021 to collect and remit the deferred payroll tax.
- Assistance Checks for Certain Eligible Individuals: The recovery rebate is an advance on a tax credit for an individual's 2020 tax return. The amount is \$600 plus \$600 per qualifying child and \$1200 for those who file jointly.
- Retirement Plan Provisions: Provides clarification that a money purchase pension plan that permitted an in-service CRD does not have a tax qualification problem.
- Partial Plan Termination Relief: Provides that a plan to avoid a partial termination with respect to any plan year that includes the period beginning March 13, 2020 and ending on March 31, 2021 if the number of active participants at the end of the period is at least 80% of the number of active participants at the beginning of the period.
- Qualified Disaster Distribution: Provides additional retirement plan relief for those affected by a non-COVID-19 related qualified disaster.
- New Flexible Spending Account Relief: Employers can voluntarily allow changes mid-year, increase rollover amounts, create special rules for dependent care FSA and/or loosen use it or lose it rules that normally apply. This is an elective provision which carries a fare amount of administrative complexity and as such it is an elective decision for each employer who maintains a FSA.
- Other important changes:
 - Educational Assistance
 - Paid FMLA and Sick Leave Extension
 - Employer Paid FMLA Subsidy



ERC has compiled only a few of the main categories of the act. ERC recommends consulting with your legal department and reviewing the act for more information. More information on this act to come.



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