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# HR News & Best Practices

## Don't Forget to Provide an SBC This Open Enrollment

Employers that sponsor group health plans should provide certain benefit notices in connection with their plans' open enrollment periods. Some of these notices must be provided at open enrollment time, such as the summary of benefits and coverage (SBC).

Group health plans and health insurance issuers are required to provide an SBC to applicants and enrollees each year at open enrollment or renewal time. Federal agencies have provided a [template](#) for the SBC, which health plans and issuers are required to use.

The issuer for fully insured plans usually prepares the SBC. If the issuer prepares the SBC, an employer is not also required to prepare an SBC for the health plan, although the employer may need to distribute the SBC prepared by the issuer.

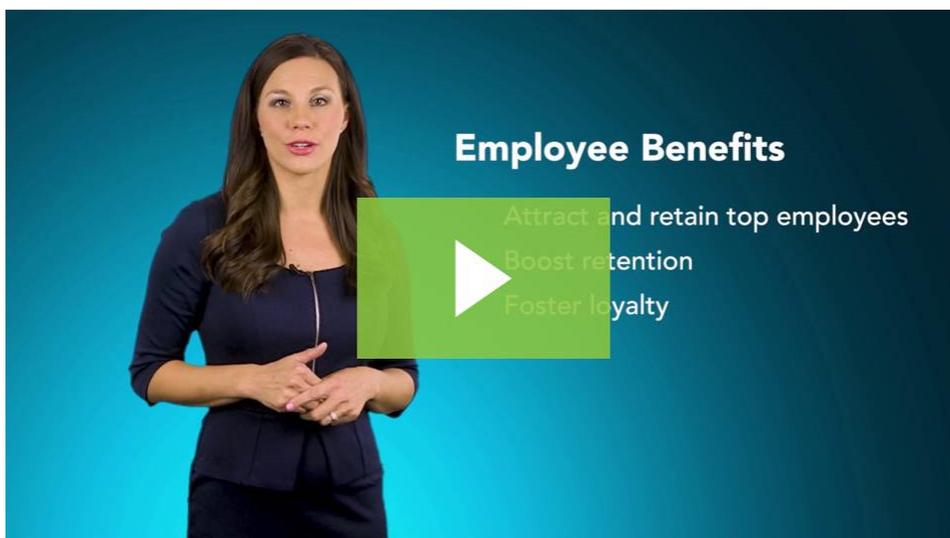


### ***In This Issue...***

*What Are You Doing to Prevent the Flu?*

*The HR Resource Every Business Needs*

## How to Conduct 1-on-1 Benefits Meetings



**Employee benefits programs are a big part of attracting and retaining top talent.**

You've likely worked hard to develop a competitive benefits package, but you may be undermining your hard work by not communicating effectively. Learn some tips for holding 1-on-1 benefits meetings in the video below. [Watch Now](#)

# What Are You Doing To Prevent the Flu?

Last year was the first flu season to be classified as high severity across all age groups, according to the Centers for Disease Control and Prevention (CDC). This shows that no one can afford to ignore flu prevention. With that in mind, what are you doing to fight the flu?

## Flu by the Numbers

According to a recent survey from Harris Insights & Analytics, 66 percent of people still go to work when they have the flu. Knowing this, it's safe to assume some of your co-workers and employees will be coming to work while ill. You need a flu prevention strategy in place to reduce the damage.

## Prepping the Workplace for the Flu

Since it's difficult to stop people from coming into work, you need certain amenities to help the rest of the workplace fend off the flu. Here are some of the must-have items you should keep in the workplace, according to the Harris study:

- Tissues
- Hand soap
- Cough drops
- Cold medicine
- Pain reliever
- Vitamin C
- Hand sanitizer

## Developing a Prevention Plan

A flu prevention strategy will look different depending on the workplace, but it's critical that you have one. When developing your plan, consider aspects like offering free flu shots and communicating effective flu prevention methods to employees.



## The HR Resource Every Business Needs

Whether you have 5 employees or 500, HR360 provides easy-to-understand guidelines that will help you remain compliant. With HR360, you'll find easy, step-by-step guidance on how to comply with a broad range of laws, from Health Care Reform, COBRA, and FMLA to how to interview, hire, and terminate employees. [Click here to learn more!](#)



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