

## The 2020-2021 Print Excellence Awards Celebration Revived the Inspiration!



Best of Show award sponsored by Kelly Paper & Spicers Paper. L-R: Masoud Nikravan & Darioush Nikravan (Classic Litho + Design), Tom Liotta (Spicers Paper), Eddie Audelo (PIASC Chair, Monarch Litho)



Cathy Skoglund (PIASC Director) presenting awards



L-R: Omar Jimenez, Denise 'Okata (D'Andrea Visual Communications)

After last year's national and worldwide turmoil the graphics community was finally able to come together and celebrate the best in California. The event started with a buffet dinner and exhibit of the Print Excellence entries. This was also when votes were cast for the coveted "People's Choice" Award. With so many examples of outstanding work on display, choosing just one was quite a challenge!

At 7:00, PIASC President/CEO Lou Caron welcomed everyone and introduced all the VIPs: Eddie Audelo, Chair of the PIASC Board of Directors. Masoud Nikravan; Kathy Urban; Claude Dardant; Miguel Jacobowitz; Amy Miller; Joseph Tardie, Jr.; Damien Bradley and Joe Polanco.

Of course, the awards presentations were the highlight of the evening! Cathy Skoglund, director of Westen States, presented the Print Excellence Awards with the help of our Chair. The top winners were...

### Best of Show

Classic Litho + Design  
Sponsored By: Kelly Paper & Spicers Paper

### People's Choice Award

Stoughton Printing Co.  
Sponsored By: Mona Solutions

### Judge's Award

D'Andrea Visual Communications

### Best Execution of Ink

Clear Image Printing Co.

### Best Use of Paper

D'Andrea Visual Communications  
Sponsored By: Kelly Paper & Spicers

### Best of Design

Clear Image Printing Co.  
Sponsored By: Kodak

A complete list of the 2020-2021 Print Excellence Awards winners is available online at <https://bit.ly/PEA-2021-winners>. View images of event at <https://bit.ly/PEA2021-flickr>.

## GOVERNMENT & LEGISLATIVE

### Health Savings Account Contribution Limits to Increase in 2022

The IRS has announced increases to the health savings account contribution limits for 2022:

Category	2021 Limit	2022 Limit
Self-only coverage under a high deductible plan	\$3,600	\$3,650
Family coverage under a high deductible plan	\$7,200	\$7,300
Catch-up contributions	\$1,000	\$1,000

The minimum annual deductible for a plan to qualify as "high deductible" remains unchanged, at \$1,400 for self-only coverage and \$2,800 for family coverage.

However, the maximum out-of-pocket contribution amount will increase in 2022, to \$7,050 (from \$7,000) for self-only coverage, and to \$14,100 (from \$14,000) for family coverage.

### Confused about ARPA COBRA Premium Assistance?

The American Rescue Plan Act of 2021 (ARPA) included a 100% COBRA subsidy for qualifying individuals whose employment was involuntarily terminated (other than for gross misconduct) or whose hours were reduced, and who then chose to enroll in COBRA coverage. The subsidy covers the period of time from April 1, 2021 to September 30, 2021, even if they enrolled before April 1 or will still be on COBRA after September 30.

Under ARPA the employer pays the premium and then recoups the money through a refundable tax credit against

the taxpayer's (employer's) Medicare tax.

The IRS has published detailed guidance answering 86 different questions about how this works. You can review the full guidance document at <https://bit.ly/IRS-cobra>. The following are some of the highlights:

#### Do beneficiaries qualify for the subsidy?

Only "qualified" beneficiaries as defined by federal COBRA are eligible. Someone who qualifies for state COBRA but not federal COBRA is not covered.

*Continued on back*

## Upcoming Events

### Colorado Par-Tee on the Green



Date: Wednesday, August 11, 2021

Location: Arrowhead Golf Club, 10850 W. Sundown Trail, Littleton, CO 80125

Cost: \$159 per member,

\$179 per non-member

(Includes: cart, breakfast, lunch & 5 raffle tickets)

7:00 am - Registration/Practice

Facility Opens

8:00 am - Shotgun Start

\$1500 worth of raffle items! Lunch, drinks and raffle on the 19th hole

Register today at

<http://bit.ly/piasc-cogolf>.

For information, contact Cathy Skoglund at 602.999.1304 or [cathy@piasc.org](mailto:cathy@piasc.org).

Interested in sponsorship opportunities? Visit <http://bit.ly/golfsponsor-co>

### Arizona Par-Tee on the Green



Date: Saturday, October 2, 2021

Location: Arizona Grand Golf Resort, 8000 S. Arizona Grand Pkwy, Phoenix, AZ 85044

Cost: \$139 per member,

\$159 per non-member

(Includes: cart, lunch & 5 raffle tickets)

6:30 am - Registration/Practice

Facility Opens

7:30 am - Shotgun Start

\$1500 worth of raffle items! Lunch, drinks and raffle on the 19th hole

Register today at

<http://bit.ly/piasc-azgolf>.

For information, contact Cathy Skoglund at 602.999.1304 or [cathy@piasc.org](mailto:cathy@piasc.org).

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## BUSINESS MANAGEMENT

### Work from Home: Preparing for the "New Normal"

News flash: Work from home is not going away.

The pandemic-related restrictions resulted in many sales and marketing teams, office staff and managers working out of their homes. If you're like many PIASC members, once the restrictions eased you discovered that while some people were excited to get back to the office, others were not.

Now, as Rodney Bolton, CEO of HR | Bizz (PIASC's "in-house" human resources team), points out, if you want to retain these employees, you need to adjust to the "new normal." This might mean either letting these employees continue working from home full time or creating a hybrid situation where they only come into the office a few days a week.

"Whatever you do," Rodney explains, "it's important that you have the right policies and procedures in place. Many business owners were so busy just trying to keep their heads above water during the COVID-19 crisis that they may not have put best practices for work from home in place. Now's the time to fix that."

Here's what Rodney recommends...

#### Check your insurance policies

The experts at PIASC Insurance Services (323-400-6705, [www.piascins.com](http://www.piascins.com)) can help you with this. You want to ensure



that you have adequate Workers Comp and general liability coverage, and that your coverage is aligned with your work-from-home policy. "Be sure to check the policy's exclusions," Rodney advises, "to see if employees are excluded from doing certain things outside of your facility."

#### Check your time keeping system

Be sure that your time clocks are calibrated correctly. "This is the number one issue with wage and hour claims," Rodney shares.

If your timekeeping system has a "geo fence," be sure that employees' homes are included within the "fence."

#### Update your job descriptions

Your job descriptions—including the job duties and working hours—must be accurate and specific.

#### Put a monitoring system in place

You must have someone checking on these workers to ensure that the work is being done.

#### Have well-defined work from home policies

Make it clear that employees who work from home must:

- **Keep accurate timecards** – Hourly workers must clock in and

out regardless of where they are working.

- **Take breaks** – Take required meal and rest breaks in a timely fashion, and document that they have done so. In addition to having a policy that tells employees to do this, you should also have a system in place to ensure that these required meal and rest breaks are taking place.

- **Stay focused** – Have a set area in their home that is designated for their work. Abide by whatever policy you choose to set regarding when they can fraternize with other family members who are also at home. Avoid going on social media during work hours unless doing so is part of their job.

"In short," Rodney says, "your policy should make it clear that employees are expected to be working during their work hours!"

- **Safeguard data** – Make sure that all firewalls, software and anti-virus protection are up to date. If employees are using company-provided laptops, have a policy that prohibits others in the household from using this computer (such as for homework, video streaming, etc.). Instruct employees to turn off their company-provided laptop

*Continued on back*

## GOVT. &amp; LEGISLATIVE

Continued from front

**Does the subsidy apply if the person can get coverage elsewhere?**

Not necessarily. The subsidy does not apply if the individual (either the employee or their dependent) is eligible for other non-excepted group health coverage or Medicare on or after the later of April 1, 2021 or the start of the COBRA coverage.

Examples of “excepted” group health coverage are dental, vision or employee assistance plans, and health flexible spending accounts (FSAs).

**When does the subsidy end?**

The subsidy ends on the earliest of the following dates:

- The day the individual becomes eligible for other non-excepted group health coverage or Medicare
- The last day of the individual’s COBRA period
- September 30, 2021

**How are you supposed to know that the individual is eligible for other coverage?**

The individual is supposed to report this to the plan sponsor and is subject to a tax penalty if they do not. However, a failure to report will not impact the premium payee’s ability to claim the tax credit.

**Are the tax credits for the entire subsidy amount?**

No. The ARPA tax credits only cover the amount of premiums that the individual would have been required to pay, not the amount that the employer would have paid anyway (such as due to a severance agreement).

**How does the premium payee claim the premium assistance credit?**

Q&A #75 states: “A premium payee claims the credit by reporting the credit (both the nonrefundable and refundable portions of the credit, as applicable) and the number of individuals receiving COBRA premium assistance on the designated lines of its federal employment tax return(s), usually Form 941, Employer’s Quarterly Federal Tax Return.

“In anticipation of receiving the credit to which it is entitled, the premium payee may (1) reduce the deposits of federal employment taxes, including withheld taxes, that it would otherwise be required to deposit, up to the amount of the anticipated credit, and (2) request an advance of the amount of the anticipated credit that exceeds the federal employment tax deposits available for reduction by filing Form 7200, Advance Payment of Employer Credits Due to COVID-19.”

## BUSINESS MANAGEMENT

Continued from front

when it is not in use.

- **Save files** – Be sure that employees are trained on how to properly store files (preferably on your company’s cloud-based system, not on their laptop’s hard drive) and maintain records.

**Update your employee handbook**

In addition to adding in your general work-from-home policies and provisions, you should also add in the appropriate waivers. Rodney recommends that you include:

- **A Hold Harmless Agreement** – Employees must hold the employer harmless for injuries that occur outside of the scope of the employee’s work and/or working hours.
- **An Arbitration Agreement** – Maintain your right as the employer to arbitrate any claims that occur out of the employee’s working from home.

**Need help with any of this?**

The services of the experts at HR | Bizz are included with your PIASC membership! Contact Rodney’s team today at (323) 728-9500 or piasc@hrbizz.com.

SAVE THE DATE

PIASC

COMING OCTOBER 19TH

**PAPER & SUBSTRATE SHOW**

Paper Samples, Great Food, Delicious Drinks, Fun Networking!

IRVINE, CA

## CONTACT US

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## HUMAN RESOURCES

**Download a Prewritten Supplier Code of Conduct**

It is becoming increasingly common for customers to require printers and other vendors to sign a Supplier Code of Conduct. These documents often require you to also vouch for the fact that you require similar conduct from your suppliers.

To make this easier for you, PIASC has created a generic Supplier Code of Conduct that you can download, modify as necessary and then present to your vendors. This document covers all of the bases regarding ethical and compliant business practices, including many details that you may not have thought to include if you drafted it yourself.

To download the Supplier Code of Conduct, log in to the Member Resources area of the www.PIASC.org website, and then go to Business/Technical/Sample Documents.

**Do Not Ask Job Applicants About Their Need for Reasonable Accommodations**

In most cases, asking an applicant whether they need an accommodation would constitute a pre-employment disability inquiry, which is prohibited under the Americans with Disabilities Act (ADA).

Prior to making an offer of employment you should only ask whether the applicant can perform the essential functions of the job with or without accommodation. You can and should, however, accurately describe the physical demands of the job (e.g., regularly lifting up to 30 pounds) as well as the physical layout of the workspace in both job postings and job descriptions. Doing that will enable potential applicants to determine for themselves whether the job is something they can physically do.

However, be careful not to exaggerate the physical requirement of the job. Doing this will limit your candidate pool and could be considered discriminatory if the requirement is not job-related and consistent with business necessity.

Source: HR|Bizz



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**PIASC Events Calendar**AUG  
7

**The International Printing Museum:  
Letterpress Waygoose & Surplus Sale**  
Saturday August 7  
International Printing Museum, Carson, CA  
www.printmuseum.org

OCT  
2

**Arizona Par-Tee on the Green**  
Saturday, October 2  
Arizona Grand Golf Resort, Phoenix, AZ  
www.piasc.org/events

AUG  
11

**Colorado Par-Tee on the Green**  
Wednesday, August 11  
Arrowhead Golf Club, Littleton, CO  
www.piasc.org/events

NOV  
6-7

**International Printing Museum: Los  
Angeles Printers Fair**  
Saturday, November 6 to Sunday, November 7  
International Printing Museum, Carson, CA  
www.printmuseum.org

AUG  
17

**WEBINAR: What Every Business Owner  
Must Know and Do to Avoid a Crippling  
Ransomware Attack**  
Tuesday, August 17, 10:00 am -11:00 am PT  
Online  
www.piasc.org/events

For full list of workshops and virtual classes, please visit [www.piasc.org/events](http://www.piasc.org/events)