

## 2018 CITY OF MARIETTA/BLW EMPLOYEE WELLNESS INCENTIVE



The 2018 City of Marietta/BLW Employee Wellness Incentive is only for **eligible employees and spouses** who have not already received their incentive in 2018. An “eligible employee” or “eligible spouse” is defined as an active employee or spouse of an active employee who is covered under the City’s health insurance and completed a Health Risk Assessment (HRA) and health coaching plan (if ordered) since January 1, 2018. Employees who opted out of coverage for 2018 and received the flexible spending incentive are not eligible.

Beginning in 2018, a two-tiered incentive is authorized: 1. HRA completion and 2. Completion of a coaching plan related to one of five (5) benchmarks or not requiring a coaching plan at all. The \$100.00 cash incentives for each tier will be taxed on the employee’s paycheck. If ordered, an employee must initiate the coaching plan before September 30 to allow for sufficient time for completion before the end of the calendar year.

Only one, two-tiered, incentive per eligible individual is payable in 2018. Although it is typical that eleven (11) months must have elapsed since the most recent HRA, **everyone receives a fresh start in 2018.**

1. Who is eligible for the incentive? Active employees and spouses of active employees covered on the City’s health insurance are eligible to use both CareHere and receive the wellness incentive.
2. How do I schedule the HRA? Schedule appointment with CareHere by calling 877-423-1330 or at [www.carehere.com](http://www.carehere.com).
3. What is the HRA? The Health Risk Assessment consists of a 28-panel blood draw (12-hour fasting required), vitals, and a health and behavior questionnaire.
4. What are the benchmarks, if exceeded, that can require an employee to complete a coaching plan?

BP is 140/90 or less (May be repeated once 15 minutes past original elevated BP. If BP is still 140/90 or greater, it does not meet benchmark.)
Cholesterol is 220 or less (or Total Cholesterol/HDL ratio is WNL)
BMI is 30 or less (or a waist circumference WNL Male <= 40 inches or Females <= 35 inches)
Patient is Tobacco Free (see Tobacco Use Affidavit)
Fasting Glucose is below 100mg/dl

5. How does an employee or spouse redeem the incentive? Once the HRA is complete, CareHere staff will provide the employee or spouse a completion voucher. Employees or spouses must return the voucher to the Department of Human Resources (HR) on a designated day. HR staff will provide a receipt to the employee or spouse. Employees or spouses must take the receipt to the cashier on the first floor to redeem the taxable cash incentive. The same is true for the completion of the health coaching plan (if ordered).
6. What is tested on the 28-panel blood draw? See flyer here: <http://shawhankinsbenefits.net/cityofmarietta/wp-content/uploads/2017/07/CareHere-HRA-Panel-Items.pdf>
7. What are the most common tests that are not part of the typical HRA but are done if the doctor orders them? CBC, Hemoglobin A1C, Vitamin D, Thyroid, PSA

2018 HRA INCENTIVE CALENDAR		
Month	Date	Days of Week
January	31, 2/1	W, Th
February	27, 28	T, W
March	19, 20	M, T
April	25, 26	W, Th
May	29, 30	T, W
June	27, 28	W, Th
July	25, 26	W, Th
August	28, 29	T, W
September	26, 27	W, Th
October	25, 26	Th, F
November	14, 15	W, Th
December	12, 13	W, Th

## **NOTICE REGARDING CITY OF MARIETTA/BLW EMPLOYEE WELLNESS PROGRAM**

The City of Marietta/BLW Employee Wellness Program is a voluntary wellness program available to all active employees, retirees, and dependents who are covered by the City's health insurance plan. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program, you will be asked to complete a voluntary health risk assessment or "HRA" that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). You will also be asked to complete a biometric screening, which will include a 28-panel blood test for conditions such as electrolyte imbalance, renal disease, liver disease, coronary heart disease, hypertension, hypokalemia, hyperlipidemia, and diabetes. You are not required to complete the HRA or to participate in the blood test or other medical examinations.

However, active employees and spouses who are eligible and choose to participate in the wellness program will receive an incentive of \$100.00 for completing the HRA. An additional \$100.00 is available for those who are either not ordered to take a health coaching plan or complete one that is ordered. If ordered, this plan should be initiated no later than September 30 of the calendar year to allow for sufficient time for completion before the end of the calendar year. Although you are not required to complete the HRA or participate in the biometric screening, only eligible employees and spouses who do so will receive \$100.00 and be eligible for the second iteration of \$100.00. Although it is typical that eleven (11) months must have elapsed since the most recent HRA, ***everyone receives a fresh start in 2018.***

Additional monetary wellness incentives of various dollar amounts may be available for employees who participate in certain health-related activities such as fitness or weight loss/maintenance challenges. If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting the Benefits Division at 770-794-5562, option 3.

The information from your HRA and the results from your biometric screening will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through the wellness program, such as health coaching. You also are encouraged to share your results or concerns with your own doctor.

### **Protections from Disclosure of Medical Information**

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and City of Marietta/BLW may use aggregate information it collects to design a program based on identified health risks in the workplace, the City of Marietta/BLW Employee Wellness Program will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. The only individual(s) who will receive your personally identifiable health information are authorized CareHere Medical or Health Professionals in order to provide you with services under the wellness program.

In addition, all medical information obtained through the wellness program will be maintained by CareHere separately from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact the Director of Human Resources and Risk Management, at 770-794-5562, option 6.